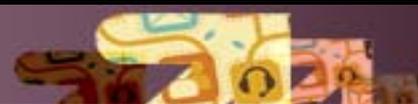




Assignment Brief



Qualification	Cambridge TEC in ICT (Level 2)
Unit number and title	Unit 01 – Communicating In The IT Industry
Start date	
Deadline	
Assessor name	TBM

Assignment title	Unit 01 Assignment Brief 2014 - Recruit
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The purpose of this assignment is to ensure you can:

- Communicate information to suit audience purpose and content,
- Use IT tools to communicate and exchange information,
- Understand the impact of IT on individuals, communities and society.

Scenario

“Recruit” is a Coventry based company who will supply IT and Computing staff to other companies in the West Midlands. They supply staff on a temporary basis to cover absence or busy periods, as well as filling permanent positions. Recruit are thinking of starting an apprenticeship scheme to help young people aged 16-25 get into the IT and computer sector. The managing director has asked you to carry out a number of tasks for them to help them set up their business.

Task 1

The manager of Recruit has asked that you can demonstrate good interpersonal skills when communicating with others. You must include at least three examples of face to face communication to evidence breadth of skills including:

- an informal conversation,
- an interview,
- a conversation with someone from a different age group, country, nationality, or workplace.

Evidence could be in the form of video recordings, witness statements, personal diary. **[P1]**

Task 2

To demonstrate your ability to communicate technical information to a technical audience, the manager at Recruit has asked you to explain to the IT support staff how *two modern methods of communication work*. You could choose any modern communication methods for example email, SMS, MMS, blog and VLE.

Prepare the most appropriate form of communication (a good quality presentation correctly formatted) and deliver it to your audience. Remember to state clearly who the audience of the presentation is on a separate sheet. Your audience needs to be clearly defined and can't be as general as "all football fans" it needs to be expanded to include other factors including age / gender / where live / education level / socioeconomic group / ICT ability. **[P2]**

Task 3

The IT support staff at Recruit, were impressed with your work however felt it was too technical to be used for other staff briefings. To demonstrate your ability to communicate technical information to a non-technical audience, adapt the contents of your P2 work so that the temporary staff who work in warehouses understand how the two modern communication methods chosen work.

Prepare the most appropriate form of communication (a good quality presentation correctly formatted) and deliver it to your audience. Remember to state clearly who the audience of the presentation is on a separate sheet. Your audience needs to be clearly defined and can't be as general as "all football fans" it needs to be

expanded to include other factors including age / gender / where live / education level / socioeconomic group / ICT ability.

[P3]

Task 4

Write a letter to the manager of ReCruIT which recommends how he can keep his data secure. Include:

- Encryption
- Firewalls
- Backup
- Secure Sites

Include some tables / graphs / charts within the letter. (See text book pg 23)

Use all appropriate proofing tools (spell check, grammar check, thesaurus, proofread) to ensure its correct – produce evidence of using these. Print the final letter out. [P4]

Task 5

Create an email to the manager of ReCruIT and add the letter you wrote as an attachment. The content of the email should also explain some of the Laws to protect data. Include:

- Data Protection Act 1998
- Computer Misuse Act 1990
- Freedom of Information Act 2000

Use all appropriate proofing tools (spell check, grammar check, thesaurus, proofread) to ensure its correct – produce evidence of using these. Print the final letter out. (See text book pg23). [P4]

Task 6

Sign up for a free blog account (e.g. <http://thoughts.com/free-blog>) and write a short blog entry which describes how to stay safe online. Include:

- Preventing Identify Theft
- Respecting others (not being a Troll)
- Being safe viewing digital content
- Being safe uploading digital content
- Not breaching copyright

Use all appropriate proofing tools (spell check, grammar check, thesaurus, proofread) to ensure its correct – produce evidence of using these. Screen shot and print your final blog entry. (See text book pg21/22). [P4]

Task 7

Using Produce a report which describes the social impact of the use of IT. For the award of **P6** you need to ensure the impacts of IT *on Individuals, Communities and Society* as a whole are covered.

Implications which have to be written about include: *economic impact and working practices, legal (e.g. ownership, copyright, plagiarism), ethical, inequality of access.* [P6]

Add a detailed section to your report which gives examples of how IT has negatively impacted on social communication. Some threats and negative impacts to include are: *cyber bullying, spam, phishing and denial of service.* [M2]

Use all appropriate proofing tools (spell check, grammar check, thesaurus, proofread) to ensure its correct – produce evidence of using these. Print the final letter out. [P4]

Task 8

During tasks 4-7 you have used a range of IT tools to produce and check different communications are error free. Write a report which justifies the all IT tools used in terms of their safety and effectiveness. **[M1]**

Add a further section to your report which explains why and how the use of specialist software improves accessibility to IT communications. **[D1]**

Task 6

ReCruit are interested in promoting their business through specialist communication methods including:

- video conferencing
- blogs
- Podcasts
- Vlogs

Using two of the specialist communication channels, communicate and exchange information which promotes the services which ReCruit offer.

Evidence can be from screen prints and/or a written report.

You should identify safety issues and use appropriate methods to protect yourself. **[P5]**

This brief has been verified as being fit for purpose

Internal verifier

CTJ

Signature

C Johnston

Date

07-09-2014