

Unit Title: Set up an IT system
 OCR unit number: 63
 Level: 1
 Credit value: 3
 Guided learning hours: 20
 Unit reference number: Y/502/4209

Unit purpose and aim

This is the ability to safely set up the components of an IT system (e.g. personal computer - PC, keyboard, mouse and printer), removable storage media (e.g. data stick or external DVD drive), communication service to access the Internet and associated software and check that they are working properly.

| Learning Outcomes | Assessment Criteria | Examples |
|---|---|---|
| <p>The learner will:</p> <p>1 Connect up a personal computer, printer and peripheral devices safely</p> | <p>The learner can:</p> <p>1.1 Identify what IT system components, storage and peripheral devices are needed and how to connect them</p> <p>1.2 Identify any health and safety issues associated with setting up an IT system</p> <p>1.3 Connect up the components of an IT system safely, including a printer and other peripheral devices</p> <p>1.4 Connect removable storage media to a PC safely</p> | <p>Health and safety issues: Health and safety issues, risks from hardware, electrical connection risks and guidelines, use and disposal of cleaning materials, handling equipment. Risks to self and others from using hardware; health and safety point of contact</p> <p>IT system components: Will vary according to the set up, for example: Personal computer, monitor, keyboard, mouse (or other pointing device)</p> <p>Peripheral devices: Speakers, scanner, joystick; Plug and play devices; default setup routines, printer and other device drivers</p> <p>Removable storage media: Disk, CD/DVD, data/memory stick, media card, mobile device, removable hard drive; default setup routines</p> |
| <p>2 Connect to an IT communication service</p> | <p>2.1 Connect communication hardware safely to a PC</p> <p>2.2 Identify the details needed to connect to an</p> | <p>Communication hardware: Router, modem, mobile data device, wireless router</p> |

| Learning Outcomes | Assessment Criteria | Examples |
|---|--|--|
| | Internet Service Provider (ISP) 2.3 Connect to a communication service from a PC | Communication service : Broadband, dial up, wireless, network connections, mobile device |
| 3 Set up software for use | 3.1 Configure the user interface to meet needs 3.2 Identify what security precautions need to be addressed when connecting to the internet 3.3 Set up and configure virus protection software 3.4 Set up files and software to meet needs | User interface : Operating system, date, time, language settings; Set up user account; desktop shortcuts Set up files and software : Software licence; installation disks; manuals; default settings; autosave settings; secure removal/transfer of data |
| 4 Check that the IT system and communication service are working successfully | 4.1 Identify simple tests that can be used to check the system 4.2 Identify simple communication tests that can be used to check the internet connection 4.3 Run tests to check that the system and communication service are working successfully 4.4 Identify how to report faults and seek expert help 4.5 Respond to error messages and report faults as appropriate | System tests : Hardware and software; Print test pages, check files are saved on storage media, open and close applications; open and close files; access network files and applications; certificates and labelling Communication tests : Send and receive test email, navigate to ISP website Report faults : Helpdesk; information needed by experts; manufacturer's faults |

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).