Unit 16: Repair and decommission of IT equipment

Student Name: **Teacher:**   **Date:**

Assessment Objective	Pass	Merit	Distinction
AO1 *Explain current health and safety procedures and implement them in a workplace environment*	Candidates will explain and apply current health and safety procedures competently; some guidance may be required.	Candidates will provide detailed explanations of current health and safety procedures. They will apply their knowledge competently and mostly use the correct equipment for the job; little guidance will be required.	Candidates will provide detailed explanations of current health and safety procedures; examples will be given relating to their own experiences. They will apply their knowledge competently and always use the correct equipment for the job.
AO1 NOTES		AO1: P M D	
AO2 *Develop procedures for the repair of equipment*	Candidates will develop basic procedures for the repair of equipment. The documentation will be usable. The document will include at least five of the listed procedures.	Candidates will develop detailed procedures for the repair of equipment. The documentation will be clear and easy to use. The document will include at least five of the listed procedures.	Candidates will develop detailed procedures for the repair of equipment. The documentation will be structured well and easy to use. The document will include more than five of the listed procedures.
AO2 NOTES		AO2: P M D	
AO3 *Identify common faults that occur with IT equipment and the main causes of faults*	Candidates will list a range of IT equipment and identify common faults that occur with this equipment. For two of the listed items they will give a limited explanation of the causes of those faults.	Candidates will identify common faults that occur with a range of IT equipment. For most of the faults identified, explanations will be provided; not all explanations will be accurate.	Candidates will identify common faults that occur with a range of IT equipment. They will provide detailed explanations of the causes of these faults. Candidates will provide more than one explanation of the causes of the faults identified, where appropriate. Most of their explanations will be accurate.
AO3 NOTES		AO3: P M D	
AO4 *Select and explain the use of appropriate hardware and software tools to test equipment for three different faults*	Candidates will test equipment for three different faults using hardware and software tools. They will provide a basic explanation of their choice of hardware and software for testing; their explanations and selections will not always be accurate and appropriate.	Candidates will test equipment for three different faults selecting appropriate hardware and software tools. They will provide a thorough explanation of their choice of hardware and software for testing; their explanations will not always be accurate.	Candidates will test equipment for at least three different faults selecting appropriate hardware and software tools. They will provide a thorough explanation of their choice of hardware and software for testing; their explanations will mostly be accurate.
AO4 NOTES		AO4: P M D	
AO5 *Identify sources of information to assist with faults/testing*	Candidates will identify the different types of information required to assist with faults/testing: • manufacturers' website, • manuals for equipment • safety manuals. Not all the sources identified will be current or useful.	Candidates will identify the different types of information required to assist with faults/testing: • manufacturers' website • manuals for equipment • safety manuals. All of the sources identified will be current and mostly useful.	Candidates will identify the different types of information required to assist with faults/testing: • manufacturers' website, • manuals for equipment • safety manuals. All of the sources identified will be current. The information obtained will be useful.
AO5 NOTES		AO5: P M D	

Student Name: **Teacher:**   **Date:**

Assessment Objective	Pass	Merit	Distinction
AO6 **Test hardware and suggest solutions for failed equipment**	Candidates will carry out some diagnostic tests on hardware and identify the fault. Their solutions will identify whether the fault involves a hardware or software fix. They will not always accurately assess the fault for deciding whether to repair, replace, upgrade or decommission.	Candidates will carry out diagnostic tests on hardware and document the identified fault(s) and most of the tests needed to be carried out. Their solutions will accurately identify whether the fault(s) involves hardware or software fixes and whether to repair, replace, upgrade or decommission. A brief explanation of how the tests led them to their solution(s) will be provided.	Candidates will carry out diagnostic tests on hardware and document the identified fault(s) and all the tests needed to be carried out. Their solutions will accurately identify whether the fault(s) involves hardware or software fixes and whether to repair, replace, upgrade or decommission. They will explain in detail how their testing led them to these final decisions.
AO6 NOTES			AO6: P M D
AO7 **Repair IT equipment by dismantling and reassembling**	The candidate will take appropriate action to repair the fault and follow correct safety procedures. There is always the possibility that the fault cannot be repaired and it cannot be replaced. The candidate needs to identify the actions that they would need to take if disposal of the equipment is required.	The candidate will take appropriate action to repair the fault and follow correct safety procedures. All actions carried out will be documented. Testing will be carried out to show that the repair has been done successfully. The process of testing will be documented. If the fault cannot be repaired or replaced then candidates will need to describe in detail the actions that they would take for the disposal of the equipment.	The candidate will take appropriate action to repair the fault and follow correct safety procedures. All actions carried out will be documented in sufficient detail for a third party to use. Testing will be carried out to show that the repair has been done successfully. Candidates will produce a test plan and will document the process of testing. If the fault cannot be repaired or replaced then candidates will need to describe in detail the actions that they would take for the disposal of the equipment. This will be usable documentation for decommissioning equipment; names and addresses, costs, and health and safety requirements will be included
AO7 NOTES			AO7: P M D
AO8 **Identify legislation and describe procedures for the safe decommissioning of IT equipment**	Candidates will list some of the legislation for the safe decommissioning of IT equipment: • removal of licence from machine • removal of stored sensitive material • some of the safety procedures for disposing of equipment.	Candidates will list most of the legislation for the safe decommissioning of IT equipment: • removal of license from machine • legal situation regarding re-use of license • removal of stored sensitive material • most of the safety procedures for disposing, transferring and electrical testing of equipment. They will provide some explanations of the need for these procedures.	Candidates will list most of the legislation for the safe decommissioning of IT equipment: • removal of license from machine • legal situation regarding re-use of license • removal of stored sensitive material • most of the safety procedures for disposing, transferring and electrical testing of equipment. They will provide detailed explanations of the need for these procedures.
AO8 NOTES			AO8: P M D

Overall grade awarded for this unit: **PASS   MERIT   DISTINCTION**   (Circle ONE grade)   **Signature:** _____