

**Unit Title:** Set up an IT system

OCR unit number: 64

Level: 2

Credit value: 4

Guided learning hours: 30

Unit reference number: L/502/4210

## 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.

This unit is about the skills and knowledge to connect up an IT system with a range of hardware, removable storage media and a communication service safely and run more advanced tests to check it is working successfully.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Select and connect up a personal computer safely with associated hardware and storage media to meet needs</p>	<p>The learner can:</p> <p>1.1 Describe what IT system components, storage and peripheral devices are needed</p> <p>1.2 Describe any <b>health and safety issues</b> associated with setting up an IT system</p> <p>1.3 Describe the characteristics of IT systems that affect <b>performance</b></p> <p>1.4 Select and connect up the <b>components of an IT system</b> safely, including any <b>peripheral devices</b> and <b>storage media</b></p>	<p><b>Compatibility issues:</b> What problems can occur when hardware, software and operating systems are not compatible; why compatibility standards are needed</p> <p><b>Health and safety issues:</b> 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><b>IT system performance:</b> Processor speed, memory size, storage capacity, network capability</p> <p><b>IT system components:</b> Will vary according to the set-up, for example: Personal computer, monitor, keyboard, mouse (or other pointing device)</p>

Learning Outcomes	Assessment Criteria	Examples
		<p><b>Peripheral devices:</b> Speakers, scanner, joystick; data projector, white board; Plug and play devices; customised setup routines, printer and other device drivers</p> <p><b>Storage media:</b> Disk, CD/DVD, data/memory stick, media card, mobile device, removable hard drive; customised setup routines</p>
<p>2 Select and connect an IT system to a communication service to meet needs</p>	<p>2.1 Select and connect <b>communication hardware</b> safely to an IT system</p> <p>2.2 Describe the factors that affect data <b>transfer</b></p> <p>2.3 Select and connect to a <b>communication service</b> from an IT system</p> <p>2.4 Identify the login and password details needed to connect to an Internet Service Provider (ISP)</p>	<p><b>Communication hardware:</b> Router, modem, mobile data device, wireless router</p> <p><b>Data transfer:</b> Which combinations of hardware and software offer different data transmission speeds; download capacity</p> <p><b>Communication service:</b> Broadband, dial up, wireless, network connections, mobile device</p>
<p>3 Install and configure software for use</p>	<p>3.1 Configure the <b>user interface</b> to meet needs</p> <p>3.2 Describe what security precautions need to be addressed</p> <p>3.3 Set up and configure virus protection software</p> <p>3.4 Install and <b>set up application</b> software to meet needs</p> <p>3.5 Backup and restore system and data files</p>	<p><b>User interface:</b> Operating system, date, time, language settings; Set up user account; desktop shortcuts; customise start-up</p> <p><b>Set up applications:</b> Software licence; installation disks; manuals; default settings; download software; map network drive; register software</p>
<p>4 Check that the IT system and communication service are working successfully</p>	<p>4.1 Identify what tests can be used to check the IT <b>system</b> and <b>communications</b></p> <p>4.2 Select and run suitable tests to make sure that the system and communication service are working successfully</p> <p>4.3 Identify the help and troubleshooting facilities available to solve</p>	<p><b>System tests:</b> 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; check printer and other drivers</p> <p><b>Communication tests:</b> Send and receive test email, navigate to</p>

Learning Outcomes	Assessment Criteria	Examples
	problems 4.4 Respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action	ISP website;

## Assessment

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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

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

## Guidance on assessment and evidence requirements

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

## Details of relationship between the unit and national occupational standards

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