



# Sample Pearson BTEC Set Assignment Brief

## Single Part Assessment

### Unit 1: Information Technology Systems

For use with

## Pearson International BTEC Level qualifications in Information Technology

Certificate/Extended Certificate/Foundation Diploma/Diploma/Extended Diploma

Advised supervised hours	20 hours
--------------------------	----------

For completion by the centre

Qualification (select as appropriate)	Certificate/Subsidiary Diploma/Foundation Diploma/Diploma/Extended Diploma
Assessment date	



## Instructions to teachers/tutors and/or invigilators

The Pearson Set Assignment will be assessed internally by the centre using the unit assessment criteria given in the qualification specification. The Set Assignment will be sampled by the Standards Verifier as part of the standards verification annual centre visit.

### Conditions of supervision

The Pearson Set Assignment should be carried out under supervised conditions. We advise that the Set Assignment can be in more than one supervised session.

The Set Assignment must not be shared with learners before the supervised session that will be arranged by the centre. Teachers/tutors and invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.

### Outcomes for Submission

Learners must complete this set assignment on a computer, using office productivity software. Learners must save their work regularly and ensure that all materials can be identified as their work.

Learners must submit their own, independent work as detailed in the set assignment.

## Instructions to learners

Read the Set Assignment information carefully.

You will be asked to carry out specific written activities, under supervised conditions, using the information provided.

You must work independently at all times and must not share your work with other learners.

You must complete ALL activities.

## Set Assignment information

Berimbolo Security sells and installs security systems for homes and small businesses. The company has recently seen an increase in demand for the services it provides. To meet this demand it will employ more staff and move to new office premises. These office premises do not have any infrastructure installed.

The company currently employs two people; Royce and Rickson Berimbolo, the brothers who started the company. A further four people have been employed to start work when the company moves to the new premises. The company uses a single laptop computer for all their IT requirements.

You have been hired by Berimbolo Security as an information technology (IT) professional to help the brothers plan how they should use IT to meet the needs of their growing business.

Table 1 gives information on the expected needs of the company as it grows.

The table includes details of staff, key tasks to be performed and the IT requirements of the business.



Staff information	
Name and job role	Tasks to perform
Royce and Rickson Berimbolo – company owners (remote working and office based)	<ul style="list-style-type: none"> <li>Managing the company's budget.</li> <li>Managing the company payroll.</li> <li>Checking and monitoring the work of all staff.</li> <li>Communicating and negotiating with suppliers.</li> <li>Visiting customers to: <ul style="list-style-type: none"> <li>discuss and analyse their security needs</li> <li>install security systems</li> <li>carry out maintenance on security systems.</li> </ul> </li> </ul>
James De Sousa and Sarah Micklethwaite – office staff (office based)	<ul style="list-style-type: none"> <li>Organising engineers' schedules.</li> <li>Supporting customers by booking/rearranging appointments.</li> <li>Calculating the costs of jobs based on engineers' needs analysis.</li> <li>Managing billings and payments.</li> <li>Dealing with enquiries from current and new customers.</li> <li>Keeping central records.</li> <li>Advertising the company.</li> </ul> <p>Carrying out public relations.</p>
Lu Chen and Darren Williams – engineers (remote working)	<ul style="list-style-type: none"> <li>Visiting customers to: <ul style="list-style-type: none"> <li>discuss security needs</li> <li>install security systems</li> <li>carry out maintenance on security systems.</li> </ul> </li> </ul>
IT requirements	
<ul style="list-style-type: none"> <li>IT access for all staff to carry out their listed tasks effectively.</li> <li>Data storage for staff, supplier and customer records.</li> <li>Ensure the correct supplies are available each day.</li> <li>Create daily schedules/lists of appointments.</li> <li>Efficient distribution of schedules to engineers (and other relevant staff).</li> <li>Allow engineers to communicate with the office throughout the day, including: <ul style="list-style-type: none"> <li>requesting additional parts</li> <li>updating progress (e.g. job running late or finished early)</li> <li>recording and submitting the outcomes of needs analysis</li> <li>help with finding locations of appointments.</li> </ul> </li> <li>Allow effective communication between all stakeholders.</li> <li>Allow customers to make/amend appointments.</li> <li>Allow security systems to be monitored remotely.</li> </ul>	
Additional information	
<p>Berimbolo provide options for the security systems to be installed. These include:</p> <ul style="list-style-type: none"> <li>A basic intruder alarm triggered by motion sensors</li> <li>CCTV with a choice of online or local storage media</li> <li>online monitoring of the alarm system and CCTV footage by the customers and Berimbolo</li> </ul>	

**Table 1**

## Set Assignment

You must complete ALL activities.

### **ACTIVITY 1- suggested time 6 hours**

Produce a report for Royce and Rickson Berimbolo, evaluating how IT infrastructure could be used to meet the needs of Berimbolo Security.

The report should:

- explore ways in which software, hardware, data connections and networks can meet the needs of the company and its stakeholders
- explore the impact of IT infrastructure on the company and its stakeholders
- provide justified recommendations for an IT infrastructure solution for the company.

It is suggested that you use a combination of written, tabulated and diagrammatic information in your report.

This activity covers learning aim A – A.P1, A.P2, A.P3, A.M1, A.D1

### **ACTIVITY 2- suggested time 6 hours**

Produce a report for Royce and Rickson Berimbolo, analysing how data and information can be used to meet the needs of Berimbolo Security and its stakeholders.

The report should consider:

- internal and external uses of data and information
- how and why Berimbolo Security will make use of data and information (internally and externally)
- ways in which information technology can support the use of data and information
- ways in which online communities can support the use of data and information
- ways in which data can be used and manipulated.

This activity covers learning aim B – B.P4, B.P5, B.M2



### **ACTIVITY 3- suggested time 5 hours**

Berimbolo Security requires policy documents to communicate how IT should be used in the company.

Produce policy documents for Berimbolo Security, detailing how the company's staff should make use of IT so that they operate in a legal, moral, ethical and safe manner.

The policies should cover issues associated with Berimbolo Security's use of IT and how these can be addressed, including:

- defining potential threats to data, information and systems
- exploring processes and procedures that should be put in place by the organisation to protect data
- exploring moral and ethical issues
- legal issues associated with the use of IT
- relevant professional guidelines and codes of practice
- managing infrastructure, data, information and users.

This activity covers learning aim C – C.P6, C.P7, C. P8

### **ACTIVITY 4- suggested time 3 hours**

Royce and Rickson Berimbolo have asked you to justify the recommendations you have made for their company in Activities 2 and 3.

You must evaluate the decisions you made about data, information and policy.

Produce a report that

- considers alternative ways that data and information could have been used and communicated
- explores the impact on the company and its stakeholders of
  - internal and external threats
  - ways of mitigating threats
  - procedures for working in a legal and ethical way
- provides detailed and supported evaluation of the impact the use of both data and information on
  - the company
  - the company's stakeholders
  - policies to be implemented
- provides a supported justification of any decisions you made when developing policies.

This activity covers learning aims B and C.

C.M3, C.M4, BC.D2, BC.D3