**BTEC Assignment Brief**

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| **Qualification** | BTEC QCF Diploma in Engineering |
| **Unit number and title** | Unit 2: Communications for Engineering Technicians |
| **Learning aim(s)** (For NQF only) |  |
| **Assignment title** | Use of ICT in Engineering |
| **Assessor** | J Cahill |
| **Hand out date** | 27/09/16 |
| **Hand in deadline**  | 31/10/16 |
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| **Vocational Scenario or Context** | Put together a portfolio of work for your team leader that provides evidence of communication skills you have gained recently during your apprenticeship. |
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| **Task 1** | You will have much of the evidence you need from previous assessment activities in this unit, and it should be just a case of pulling it all together. This is very much a tracking exercise. **Evidence of an effective tracking system must be in place – A table of contents would work for this** * Correctly select IT hardware and software packages for use in an engineering setting (Unit 17 Assignment 1)
* Use a software package to word-process a document (Word Document)
* Use a software package to produce a 2D drawing (2D Design)
* Handle and process data using software packages (Excel)
* Use a simulation software package. (Circuit wizard)
* Communicate using E-Systems (an example of an email)
* Use a computer system to present information in written, numerical and graphical forms. (Graphs/Excel)
* Prepare and make a visual presentation using a software package and multimedia facility. (assignment 2.2)

Select one of the software packages (such as a Microsoft Office Program) that you have used when preparing and presenting information. Write a 250-word **report** of its effectiveness as a tool. Comment on the benefits, drawbacks and how it has worked to help you achieve what you have done with it. The report should be broken down into sections with subtitles and normal report features.Write a 500-word report, relating to your project, which evaluates your use of an ICT presentation method and identifies an alternative approach. i.e. talk about why you used PowerPoint instead of a video or other method. |
| **Checklist of evidence required**  | * TOC
* Examples of ICT packages in use.
* 250 word report
* 500 word report
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| **Criteria covered by this task:** |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: |
| P7 | Use appropriate ICT software packages and hardware devices to present information |
| M3 | Evaluate the effectiveness of an ICT software package and its tools for the preparation and presentation of information. |
| D2 | Evaluate the use of an ICT presentation method and identify an alternative approach. |
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| **Task 2** |  |
| **Checklist of evidence required**  |  |
| **Criteria covered by this task:** |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: |
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| **Task 3** |  |
| **Checklist of evidence required**  |  |
| **Criteria covered by this task:** |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: |
|  | Justify their choice of a specific communication method and the reasons for not using a possible alternative. |
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| **Sources of information to support you with this Assignment** | Internet, engineering journals, MS Powerpoint, lecture notes. |
| **Other assessment materials attached to this Assignment Brief** |  |
| **FOR NQF LEVEL 2 ONLY: If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.**  |
| To achieve the criteria you must show that you are able to: | Unit | Criterion reference |
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