COURSE NAME / CODE			BTEC National Subsidiary / Diploma / Extended Diploma in IT		
UNIT(s) No / Name			29 – Installing and Upgrading Software		
LEVEL	3	Assignment No & Title	1 – Understand why software needs installing or upgrading		

LECTURER/ASSESSOR		Sandra Taylor / Gargi Gupta	
ISSUE DATE	22.09.16	**DEADLINE DATE**	6.10.16
SUBMISSION DATE			
RESUBMISSION AUTHORISATION BY LEAD INTERNAL VERIFIER*		**AUTHORISATION DATE (BY IV)**	
RESUBMISSION DATE**			

*All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:
- The learner has met the initial deadlines set in the assignment, or ha met an agreed deadline extension
- The tutor considers that the learner will be able to provide improved evidence without further guidance
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner

Any resubmission evidence **must be submitted within 10 working days of receipt of assessment

Student declaration

I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.

STUDENT NAME	SIGNATURE

ASSESSMENT DETAILS & GRADING CRITERIA

(NB: Columns 1 &2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

Learning Aims Covered	
L01	Understand why software needs installing or upgrading

GRADING CRITERIA FOR TASK		EVIDENCE	1) EVIDENCE SEEN		2) CRITERIA MET			
			Y	N	Y	I	N	IV
P1	Describe the potential prompts that initiate the installation of new or upgraded software	Task 1. **Report on prompts**						
P2	Describe the potential risks of installing or upgrading software	Task 2. **Group discussion with observation, followed by a report**						
M1	Explain the advantages and potential disadvantages of installation or upgrade of software	Task 3. **Presentation**						
M2	Explain the requirements in preparing for a software installation and upgrade	Task 4. **Report on planning software installation/upgrade**						
D2	Evaluate the risks involved in the installation or upgrade of software and explain how the risks could be minimised	Task 2. **Report on risk involved**						

KEY: Y = Yes, I = Incomplete, N = No
BREAKDOWN OF HOW GRADES WILL BE AWARDED:

(NB: Please tick as appropriate)

TYPE OF QUALIFICATION	TICK	DESCRIPTION
BTECS / WORKSKILLS	√	Pass / Merit / Distinction / Fail

A LEVELS / A2		A-U

Internal Verification of Assignment Brief

IV Full Name		**Sign**		**Date:**	
LIV Full Name		**Sign**		**Date:**	

BTEC SAMPLE MATERIAL

LEARNER CONSENT DECLARATION

Centre No & Name	51330 – UTC Reading	
Subject & Level	BTEC National Subsidiary / Diploma / Extended Diploma in IT	3
Unit No & Title	29 - Installing and Upgrading Software	
Learner No & Name		

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

- Professional Development and Training
- Centre Assessment Example Material
- Standardisation Support
- Publication Materials

Assessor Signature	
Name (block capitals please)	Gargi Gupta
Job Title	Lecturer in IT
Date:	

Learner Signature	
Name (block capitals please)	
Parent/Guardian consent if under 16 years of age	
Date:	

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Contents page
3. Introduction
4. Conclusion
5. Bibliography

SCENARIO

You have recently been hired as an IT Consultant by **UTC Reading**, who wish to ensure that they remain at the forefront of the latest technological developments. This means that they need to ensure that they have all of their computers and servers on the latest software versions and up to date with the latest service updates to ensure stability, integrity and security. They have asked you to look at their current computer systems and advise on any new software installation or upgrades that may be necessary

TASK 1 Evidence you must produce for this task.

You are required to write an in depth report that explains your decisions and advises **UTC Reading** on how they should prepare for software upgrades, making sure to relate your report to **UTC Reading's** existing computer systems (hardware and software).

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference

Explain what kind of hardware and software problems enforce UTC Reading to upgrade software and hardware. You need to consider:
 	
• Internal prompts
   ○ System users
   ○ Problems with the existing system
   ○ Requirements for additional functionality
   ○ Installation of new hardware or software requiring new or upgraded software
• External prompts
   ○ External users
   ○ Software bug fixes and system prompts
 	
• Other, such as company policy
	29	P1

TASK 2 Evidence you must produce for this task.

| In your class or as a group, broadly discuss what risks can occur during installations and upgrades. You need to consider:

• Potential loss of service
• Incompatibility issues
• Risk reduction measures
   ○ Backups
   ○ Choosing appropriate low-risk time for installation
   ○ Rollbacks
   ○ Incremental installations

Make notes of yours and other students ideas and write a report to encapsulate the discussion | 29 | P2 |

From looking at the potential risks of installing and upgrading, you now need to explain how these risks could be minimised and evaluate their potential impact; gauging how to minimise the effect of the risk. • Potential loss of service • Incompatibility issues • Backups • Choosing appropriate low-risk time for installation • Incremental installations	29	D2

TASK 3 **Evidence you must produce for this task.**

You must explain the advantages and disadvantages of installing and upgrading software. You need to write about 4 advantages (2 installations and 2 upgrades) and 4 disadvantages (2 installations and 2 upgrades): Advantages could include: • Functionality • User interface • Speed/efficiency • And many more Disadvantages could include: • Cost • Training/Lack of familiarity • Change • Reliability issues and many more	29	M1

TASK 4 **Evidence you must produce for this task.**

Nominate a software application for installation and explain the requirements of preparing for both a fresh software installation and an upgrade. You should consider the following: • *Planning*: sequence of activities; materials; timing; communications with user, management and software vendors; back out procedures; gaining permissions and access; other contractual requirements; resource allocation	29	M2

Sources of information	• Shaw N – Strategies for Managing Computer Software Upgrades (Idea Group US, 2000) ISBN-10 1930708041, ISBN-13 978-1930708044 • www.microsoft.com

P1

- [ ] Report on hardware and software problems that enforce upgrades
- [ ] Include internal prompts
- [ ] Include external prompts

P2

- [ ] Discuss risks as a group / class
- [ ] Write a report based on that discussion
- [ ] Include potential loss of service
- [ ] Include incompatibility issues
- [ ] Incude risk reduction measures
- [ ] Observation (optional)

M1

- [ ] Presentation
- [ ] Explain advantages and disadvantages of installing and upgrading software
- [ ] 2 install advantages
- [ ] 2 upgrade advantages
- [ ] 2 install disadvantages
- [ ] 2 upgrade disadvantages

M2

- [ ] Report
- [ ] Nominate a software application for installation
- [ ] Explain requirements of preparing for a fresh software installation
- [ ] Explain requirements of preparing for a software upgrade
- [ ] *Include* sequence of activities
- [ ] *Include* materials
- [ ] *Include* timing
- [ ] *Include* communications
- [ ] *Include* back out procedures
- [ ] *Include* gaining permissions and access;
- [ ] *Include* other considerations

D2

- [ ] Report
- [ ] Laid out correctly
- [ ] Explain how each risk could be minimised
- [ ] Evaluate potential impact of each risk