

Schools ITQ Level 1 - Unit 19 - IT User Fundamentals (Silver Unit 19)

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Level 1, Unit 19 - IT User Fundamentals (3 credits)

1. Use IT systems to meet needs

[1.1 I can use correct procedures to start and shutdown an IT system](#) [7]

[1.2 I can use interface features effectively to interact with IT systems](#) [11]

[1.3 I can adjust system settings to meet individual needs](#) [15]

2. Organise, store and retrieve information efficiently

[2.1 I can work with files and folders so that it is easy to find and retrieve information](#) [8]

[2.2 I can identify what storage media to use](#) [12]

[2.3 I can organise and store information, using general and local conventions where appropriate](#)

3. Follow and understand the need for safety and security practices

[3.1 I can work safely and take steps to minimise physical stress](#) [9]

[3.2 I can recognise the danger of computer viruses, and how to minimise risk](#) [13]

[3.3 I can keep information secure](#) [17]

4. Carry out routine maintenance of IT systems and respond to routine IT system problems

[4.1 I can identify why routine maintenance of hardware is important and when to carry it out](#) [10]

[4.2 I can identify where to get expert advice](#) [14]

[4.3 I can carry out regular routine maintenance of IT systems safely](#) [18]

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[1.4 I can use a communication service to access the Internet](#) [19]

[3.4 I can outline why it is important to stay safe and to respect others when using ICT-based communication](#) [20]

[4.4 I can take appropriate action to handle routine IT problems](#) [21]

[1.5 I can use appropriate terminology when describing IT systems](#) [22]

[3.5 I can follow relevant guidelines and procedures for the safe and secure use of IT](#) [23]

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Level 2

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 [168] <https://theingots.org/community/sil3u65>
 [169] <https://theingots.org/community/siel3u2>
 [170] <https://theingots.org/community/sil1u43>
 [171] <https://theingots.org/community/sil2u39>
 [172] <https://theingots.org/community/sil3u66>
 [173] <https://theingots.org/community/siel3u3>
 [174] <https://theingots.org/community/sil1u50>
 [175] <https://theingots.org/community/sil2u43>
 [176] <https://theingots.org/community/sil3u67>
 [177] https://theingots.org/community/siel3u_noprogression_1169
 [178] <https://theingots.org/community/sil1u51>
 [179] <https://theingots.org/community/sil2u50>
 [180] <https://theingots.org/community/siel3u5>
 [181] <https://theingots.org/community/sil1u102>
 [182] <https://theingots.org/community/sil2u51>
 [183] <https://theingots.org/community/siel3u6>
 [184] <https://theingots.org/community/sil1u103>
 [185] <https://theingots.org/community/sil2u70>
 [186] <https://theingots.org/community/siel3u7>
 [187] <https://theingots.org/community/sil1u105>
 [188] <https://theingots.org/community/sil2u71>
 [189] <https://theingots.org/community/siel3u4>
 [190] <https://theingots.org/community/sil2u72>
 [191] <https://theingots.org/community/siel3u10>
 [192] <https://theingots.org/community/sil2u73>
 [193] <https://theingots.org/community/siel3u14>
 [194] <https://theingots.org/community/sil2u80>
 [195] <https://theingots.org/community/siel3u15>
 [196] <https://theingots.org/community/sil2u81>
 [197] <https://theingots.org/community/siel3u16>
 [198] <https://theingots.org/community/sil2u82>
 [199] <https://theingots.org/community/siel3u20>
 [200] <https://theingots.org/community/sil2u83>
 [201] <https://theingots.org/community/siel3u23>
 [202] <https://theingots.org/community/sil2u84>
 [203] <https://theingots.org/community/siel3u25>
 [204] <https://theingots.org/community/sil2u85>
 [205] <https://theingots.org/community/siel3u26>
 [206] <https://theingots.org/community/siel3u28>
 [207] <https://theingots.org/community/siel3u32>