

Level 1 ITQ

League Table points for 2017-2019

Handbook

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**RQF LEVEL
DESCRIPTORS**

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Level 1

Level 1, Unit 1 - Improving Productivity Using IT (3 credits)

1. Plan the use of appropriate IT systems and software to meet needs

[1.1 I can identify the purpose for using IT in my work.](#) [4]

[1.2 I can identify the methods, skills and resources needed to complete my tasks successfully.](#) [7]

[1.3 I can plan how to carry out the task using IT to achieve the required purpose and outcome.](#) [10]

[1.4 I can identify reasons for choosing particular IT systems and software applications for the task.](#) [13]

[1.5 I can choose a particular technology to meet my needs.](#) [15]

2. Use IT systems and software efficiently to complete planned tasks

[2.1 I can identify automated routines to improve productivity.](#) [5]

[2.2 I can use automated routines to improve productivity.](#) [8]

[2.3 I can complete planned tasks using IT.](#) [11]

3. Review the selection and use of IT tools to make sure tasks are successful

[3.1 I can check the outcomes of my work to make sure they are as intended.](#) [6]

[3.2 I can decide whether the IT tools I chose were suitable for my tasks.](#) [9]

[3.3 I can identify some strengths and weaknesses in my work on completed tasks.](#) [12]

[3.4 I can suggest some improvements to make my work more effective.](#) [14]

[1.6 I can identify an acceptable use policy and legal requirements that affect my work.](#) [16]

Level 1, Unit 4 - IT Security for Users (1 credit)

1. Use appropriate methods to minimise security risks to IT systems and data

[1.1 I can identify security issues that might threaten system performance.](#) [18]

[1.2 I can take appropriate security precautions to protect IT systems and data.](#) [19]

[1.3 I can identify threats to information security associated with widespread use of technology.](#) [20]

[1.4 I can take appropriate precautions to keep information secure.](#) [21]

[1.5 I can follow relevant guidelines and procedures for the secure use of IT.](#) [22]

[1.6 I can explain why it is important to backup data securely.](#) [23]

[1.7 I can ensure that my personal data is backed up to appropriate media.](#) [24]

Level 1, Unit 102 - Digital Editing and Publishing (4 credits)

1. Select and use appropriate designs and layouts for publications

[1.1 I can identify the types of information needed in my work.](#) [26]

[1.2 I can identify a suitable structure for presentation.](#) [29]

[1.3 I can follow](#)

2. Input and combine information within publications

[2.1 I can identify copyright on information for import.](#) [27]

[2.2 I can identify file types suitable for import.](#) [30]

[2.3 I can convert file types](#)

3. Use software techniques to edit and format publications

[3.1 I can identify formatting and editing needs.](#) [28]

[3.2 I can apply appropriate editing techniques to information components.](#) [31]

[3.3 I can apply appropriate](#)

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[instructions to use the layout in accordance with guidelines.](#) [32]

[1.4 I can select and use appropriate media for the publication.](#) [35]

[1.5 I can evaluate a design in terms of its suitability for purpose.](#) [38]

[1.6 I can consider issues related to open systems.](#) [41]

[to compatible formats.](#) [33]

[2.4 I can import information into a layout manager ready for editing and formatting.](#) [36]

[2.5 I can combine information to convey meaning to an audience.](#) [39]

[2.6 I can store and retrieve information in line with local guidelines.](#) [42]

[2.7 I can consider issues related to interoperability.](#) [43]

[formatting techniques to information components.](#) [34]

[3.4 I can evaluate finished work in relation to intentions.](#) [37]

[3.5 I can assign a copyright license to finished work.](#) [40]

Level 1, Unit 103 - Digital Modelling (4 credits)

1. Use a modelling application to edit and organise data

[1.1 I can set up a structure for a model to meet needs.](#) [45]

[1.2 I can identify what numerical and other information is needed.](#) [48]

[1.3 I can enter and edit numerical and other data accurately.](#) [51]

[1.4 I can store and retrieve models effectively, in line with local guidelines and conventions where available.](#) [54]

2. Use appropriate tools, methods and feedback to build a model

[2.1 I can follow instructions to input information.](#) [46]

[2.2 I can select and implement tools that make the model functional.](#) [49]

[2.3 I can obtain feedback on the model.](#) [52]

[2.4 I can use feedback to improve the model.](#) [55]

3. Use of IT tools to present a model to an audience

[3.1 I can select and use appropriate tools and techniques to prepare a model for presentation.](#) [47]

[3.2 I can present a model and explain its purpose.](#) [50]

[3.3 I can receive feedback graciously.](#) [53]

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[3.5 I can assign a copyright license to finished](#)

Level 1, Unit 105 - Digital Design and Graphics (4 credits)

1. Plan the use of appropriate IT systems and software to source content for designs.

[1.1 I can identify design needs.](#) [59]

[1.2 I can identify copyright license constraints on resources.](#) [62]

[1.3 I can find images suitable to support the design.](#) [65]

[1.4 I can originate content in appropriate formats.](#) [68]

[1.5 I can originate information that meets the design needs.](#) [71]

2. Use IT systems and software efficiently to organise the content of the design.

[2.1 I can use a range of techniques to manipulate design components.](#) [60]

[2.2 I can use space and colour effectively.](#) [63]

[2.3 I can use appropriate precision in designs.](#) [66]

[2.4 I can use appropriate scale in designs.](#) [69]

3. Use of IT tools to export to suitable finished states.

[3.1 I can export vector graphics to raster graphics.](#) [61]

[3.2 I can follow instructions to scale images to set dimensions.](#) [64]

[3.3 I can follow instructions to trade off image quality for reduced file size.](#) [67]

[3.4 I can evaluate finished work in relation to intentions.](#) [70]

[3.5 I can assign a copyright license to finished work.](#) [72]

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```
(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)})(window,document,'script','/www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');
```

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[92] <https://theingots.org/community/sil2u4>
[93] <https://theingots.org/community/sil3u4>
[94] <https://theingots.org/community/siel1u5>
[95] <https://theingots.org/community/sil1u5>
[96] <https://theingots.org/community/sil2u5>
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[133] <https://theingots.org/community/sil3u14>
[134] <https://theingots.org/community/siel2u0reg>
[135] <https://theingots.org/community/sil1u15>
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[148] <https://theingots.org/community/sil2u18>
[149] <https://theingots.org/community/sil3u24>
[150] <https://theingots.org/community/siel2u4>

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(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)})(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');
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[151] <https://theingots.org/community/sil1u19>
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