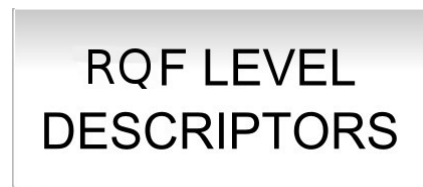


## Entry Level 3 Award

## Entry Level 2



[1]



[2]

## Entry Level 2

### Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)

#### 1. Plan the use of IT for a task

[1.1 I can identify the advantages of using IT for the task.](#) [3]

[1.2 I can plan how to complete the task using IT.](#) [5]

[1.3 I can identify the main safety and security issues affecting the use of IT for the task.](#) [7]

#### 2. Use IT to complete a practical task

[2.1 I can use IT to complete a task following identified safe practices.](#) [4]

[2.2 I can identify and correct errors.](#) [6]

[2.3 I can identify any improvements that can be made.](#) [8]

### Entry Level 2, Unit 9 - Using Word Processing Software (2 credits)

#### 1. Enter, edit and combine text and other information accurately within word processing documents.

[1.1 Identify what types of information are needed in documents.](#) [10]

#### 2. Use word processing software tools to structure information, format and present documents.

[2.1 Identify what formatting to use to enhance presentation of the document.](#) [11]

[1.2 Use keyboard or other input method to enter or insert text and other information.](#) [12]

[1.3 Combine information of different types or from different sources in a document.](#) [14]

[1.4 Enter information into existing tables, forms and templates.](#) [16]

[1.5 Use editing tools to amend document content.](#) [18]

[1.6 Store and retrieve document files effectively, in line with local guidelines.](#) [20]

[2.2 Create and modify tables to organise tabular or numeric information.](#) [13]

[2.3 Use appropriate techniques to format characters and paragraphs.](#) [15]

[2.4 Use appropriate page layout to present and print documents.](#) [17]

[2.5 Check documents meet needs, using IT tools making corrections as necessary.](#) [19]

## Entry Level 2, Unit 10 - ICT for Employment (1 credit)

**1. Recognise the types of information and communication technology that are used in a place of work**

[1.1 Identify 3 different types of information and communication technology used in a place of work.](#) [22]

[1.2 Give a simple description of their uses.](#) [24]

**2. Know how to use relevant information and communication technology systems**

[2.1 Use 2 types of information and communication technology systems appropriately and within place of work guidelines.](#) [23]

[2.2 identify who to contact for help and support when using information and communication technology.](#) [25]

## Entry Level 2, Unit 3 - Online Basics (2 credits)

**1. Be able to use an online IT system to meet specified needs**

[1.1 Start an online IT system or application.](#) [27]

**2. Know how to search for and use internet-based information**

[2.1 Use browser software to find required information.](#)

**3. Be able to use email software tools and techniques to compose and send messages**

[3.1 Use software tools to: a\) compose email](#)

[28]

[messages; b\) format email messages; c\) attach files to email messages; d\) send e-mail messages.](#) [29]

[1.2 Close down an online IT system or application when finished.](#) [30]

[2.2 Select information from the internet for a purpose.](#) [31]

[3.2 Read and respond to email messages.](#) [32]

[1.3 Work safely and responsibly online.](#) [33]

[2.3 Use information from the internet for a purpose.](#) [34]

[3.3 Respond appropriately to common email problems.](#) [35]

## Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit)

**1. Know about health and safety measures that should be followed when using ICT equipment**

**2. Know about PINs and passwords**

[1.1 Outline safety checks that need to be made prior to using ICT equipment.](#) [37]

[2.1 Give examples of where PINs and passwords may be required.](#) [38]

[1.2 State how often breaks should be taken when using a computer.](#) [39]

[2.2 State why PINs and passwords need to be secure.](#) [40]

[1.3 State a reason for taking breaks when using a computer.](#) [41]

[2.3 State how to keep PINs and passwords secure.](#) [42]

[1.4 Demonstrate personal posture needed when using a desk top computer.](#) [43]

[1.5 State where support can be obtained when adjustments are required for own safety and comfort.](#) [44]

## Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits)

**1. Know health and safety rules when**

**2. Know types of ICT equipment in a**

**3. Be able to use ICT equipment in a**

**4. Be able to look after ICT equipment in a**

### using ICT equipment in a work place.

[1.1 Follow health and safety rules when using ICT equipment in a work place. \[46\]](#)

[1.2 Identify who to report faulty ICT equipment to. \[50\]](#)

[1.3 Identify who to report an accident to. \[54\]](#)

### work place.

[2.1 Identify types of common ICT equipment used in a work place. \[47\]](#)

[2.2 Name common pieces of ICT equipment used in a work place. \[51\]](#)

[2.3 Identify his/her use of ICT equipment in a work place. \[55\]](#)

### work place.

[3.1 Identify why ICT equipment must be checked for safety. \[48\]](#)

[3.2 Check that ICT equipment is safe to use. \[52\]](#)

[3.3 Carry out activities in the work place using ICT equipment safely. \[56\]](#)

### work place.

[4.1 Identify ways to keep an ICT work station tidy. \[49\]](#)

[4.2 Tidy ICT equipment after use. \[53\]](#)

[4.3 Turn ICT equipment on and off. \[57\]](#)

[4.4 Identify where to store ICT equipment in a work place. \[58\]](#)

## Entry Level 2, Unit 7 - Imaging software (2 credits)

### 1. Obtain, insert and combine information for images.

[1.1 Identify what images are needed. \[60\]](#)

[1.2 Obtain, input and prepare images to meet needs. \[62\]](#)

[1.3 Identify what generic copyright and other constraints apply to the use of images. \[64\]](#)

[1.4 Combine information of different types or from different sources for images. \[66\]](#)

[1.5 Identify which file format to use for saving and exchanging images. \[67\]](#)

[1.6 Store and retrieve files effectively. \[68\]](#)

### 2. Use imaging software tools to create, manipulate and edit images.

[2.1 Use suitable tools and techniques to create images. \[61\]](#)

[2.2 Use appropriate tools and techniques to manipulate and edit images. \[63\]](#)

[2.3 Check images meet needs, using IT tools and making corrections as necessary. \[65\]](#)

## Links to ITQ units

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<a href="#">Entry Level 1, Unit 13 - Computer Games Development (2 credits) [118]</a>	<a href="#">Level 1, Unit 12 - Desktop Publishing Software (3 credits) [119]</a>	<a href="#">Level 2, Unit 12 - Desktop Publishing Software (4 credits) [120]</a>	<a href="#">Level 3, Unit 12 - Desktop Publishing Software (5 credits) [121]</a>
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28 - Personal  
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software \(1 credit\)](#)  
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[Level 2. Unit 85 -  
Virtual Reality and  
the Development  
Life Cycle \(4 credits\)](#)  
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