

Entry Level 3 Certificate

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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]

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[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

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

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

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

[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]

2. Know about PINs and passwords

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

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

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

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]

Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits)

1. Know the importance of making effective use of ICT in the workplace

[1.1 Outline key reasons why effective use of ICT is important in the workplace.](#)
[70]

2. Be able to identify the ICT requirements of workplace tasks

[2.1 Identify the ICT requirements of some routine workplace tasks.](#) [71]

3. Be able to make safe use of an ICT system to undertake workplace tasks

[3.1 Use ICT to carry out routine straightforward workplace tasks.](#) [72]

[3.2 Follow workplace guidelines to store files.](#) [75]

[3.3 Be able to minimise physical stress when using ICT \(e.g. by adjusting seating and lighting\).](#) [76]

4. Be able to use ICT to find information in the workplace

[4.1 Use straightforward search techniques to find specific information for a routine workplace task.](#)
[73]

5. Be able to use ICT to present and share information in the workplace

[5.1 Use ICT to present work-related information to colleagues including: text; images; numbers.](#) [74]

Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits)

1. Be able to locate information using ICT-based sources

2. Be able save information

3. Be able to exchange ICT-based information

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[1.1 Give examples of ICT-based sources of information.](#) [78]

[1.2 State ICT-based information sources that could be used for a given task.](#) [81]

[1.3 Use ICT information sources to locate information for a specified task.](#) [84]

[2.1 State why work should be saved.](#) [79]

[2.2 Demonstrate how to save work using file names.](#) [82]

[3.1 Use ICT to send information.](#) [80]

[3.2 Use ICT to receive information.](#) [83]

Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits)

1. Be able to use page designs and layouts for a publication

[1.1 Identify page layouts that could be used for a publication.](#) [86]

[1.2 Use a page design and layout for a publication.](#) [89]

2. Be able to create a publication

[2.1 Identify copyright constraints on using other's information.](#) [87]

[2.2 Input information into a publication.](#) [90]

[2.3 Combine information from different sources.](#) [92]

[2.4 Store and retrieve publication files.](#) [94]

3. Be able to use desktop publishing software to edit and format a publication

[3.1 Use software to format text.](#) [88]

[3.2 Use software to manipulate images and graphic elements.](#) [91]

[3.3 Check publication meets needs, making corrections as required.](#) [93]

Entry Level 2, Unit 11 - Audio and Video Software (2 credits)

1. Be able to use audio and/or video hardware and

2. Be able to use audio and/or video hardware and

3. Be able to play and present audio and/or video

software to capture sequences

[1.1 Identify what input device and associated software to use.](#) [96]

[1.2 Use input devices and built-in audio and/or video software to record information.](#) [99]

software tools to edit sequences

[2.1 Cut and paste short sequences to meet needs.](#) [97]

[2.2 Respond to common problems with audio and/or video sequences.](#) [100]

[2.3 Identify copyright constraints on using others' information.](#) [102]

sequences

[3.1 Select audio and/or video software to playback and display audio and/or video sequences.](#) [98]

[3.2 Use a device to playback and display audio and/or video sequences.](#) [101]

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