#### **Bronze 2**

#### **Bronze 2 Unit 1 Improving Productivity Using IT**

# Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits)

## 1. Plan the use of IT to meet requirements

### 1.1 I can identify the advantages of using IT for the task. [1]

- 1.2 I can plan how to complete the task using appropriate IT systems and software.
  [3]
- 1.3 I can identify any safety and security issues affecting the use of IT for the task.
  [5]

### 2. Use IT systems to complete planned tasks

- 2.1 I can use an IT system to complete planned tasks following identified safe practices. [2]
- 2.2 I can check that the outcome meets requirements. [4]
- 2.3 I can identify ways to improve the use of IT for the task. [6]

### **Links to ITQ units**

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit R - Registration [8]	Level 1, Unit R - Registration [9]	Level 2, Unit R - Registration [10]	Level 3, Unit R - Registration [11]
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [12]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [13]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [14]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [15]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [16]	Level 1, Unit 2 - Website Software (3 credits) [17]	Level 2, Unit 2 - Website Software (4 credits) [18]	Level 3, Unit 2 - Website Software (5 credits) [19]
Entry Level 1, Unit 3 - Online Basics (2 credits) [20]	Level 1, Unit 3 - Using Collaborative Technologies (3	Level 2, Unit 3 - Using Collaborative Technologies (4	Level 3, Unit 3 - Using Collaborative Technologies (6

	credits) [21]	credits) [22]	credits) [23]
Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [24]	Level 1, Unit 4 - IT Security for Users (1 credit) [25]	Level 2, Unit 4 - IT Security for Users (2 credits) [26]	Level 3, Unit 4 - IT Security for Users (3 credits) [27]
Entry Level 1, Unit 5 - Safe Working Practices (2 credits) [28]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [29]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [30]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [31]
Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits) [32]	Level 1, Unit 6 - Specialist Software (2 credits) [33]	Level 2, Unit 6 - Specialist software (3 credits) [34]	Level 3, Unit 6 - Specialist Software (4 credits) [35]
Entry Level 1, Unit 7 - Imaging software (2 credits) [36]	Level 1, Unit 7 - Word Processing (3 credits) [37]	Level 2, Unit 7 - Word processing (4 credits) [38]	Level 3, Unit 7 - Word Processing Software (6 credits) [39]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [40]	Level 1, Unit 8 - Using the Internet (3 credits) [41]	Level 2, Unit 8 - Using the internet (4 credits) [42]	Level 3, Unit 8 - Using the Internet (5 credits) [43]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [44]	Level 1, Unit 9 - Drawing and planning (2 credits) [45]	Level 2, Unit 9 - Drawing and planning (3 credits) [46]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [47]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [48]	Level 1, Unit 10 - Presentation Software (3 credits) [49]	Level 2, Unit 10 - Presentation software (4 credits) [50]	Level 3, Unit 10 - Presentation Software (6 credits) [51]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [52]	Level 1, Unit 11 - Database Software (3 credits) [53]	Level 2, Unit 11 - Database software (4 credits) [54]	Level 3, Unit 11 - Database Software (6 credits) [55]
Entry Level 1, Unit 13 - Computer Games Development (2 credits) [56]	Level 1, Unit 12 - <u>Desktop Publishing</u> <u>Software (3 credits)</u> [57]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [58]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [59]
Entry Level 1, Unit 14 - Video Communication (2 credits) [60]	Level 1, Unit 13 - Using Email (2 credits) [61]	Level 2, Unit 13 - Using Email (3 credits) [62]	Level 3, Unit 13 - Using Email (3 credits) [63]
Entry Level 1, Unit 29 - Understand social media (2	Level 1, Unit 14 - Audio Software (2 credits) [65]	Level 2, Unit 14 - Audio Software (3 credits) [66]	Level 3, Unit 14 - Audio Software (4 credits) [67]

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Entry Level 2, Unit R - Registration [68]	Level 1, Unit 15 - Imaging Software (3 credits) [69]	Level 2, Unit 15 - Imaging Software (4 credits) [70]	Level 3, Unit 15 - Imaging Software (5 credits) [71]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [72]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [73]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [74]	Level 3, Unit 17 - Video Software (4 credits) [75]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [76]	Level 1, Unit 17 - Video Software (2 credits) [77]	Level 2, Unit 17 - Video Software (3 credits) [78]	Level 3, Unit 23 - Multimedia Software (6 credits) [79]
Entry Level 2, Unit 3 - Online Basics (2 credits) [80]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [81]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [82]	Level 3, Unit 24 - Additive Manufacture (6 credits) [83]
Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [84]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [85]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [86]	Level 3, Unit 27 - Design Software (5 credits) [87]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [88]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [89]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [90]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [91]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [92]	Level 1, Unit 21 - Data Management Software (2 credits) [93]	Level 2, Unit 21 - Data Management Software (3 credits) [94]	<u>Level 3, Unit 29 -</u> <u>Set Up an IT System</u> (5 credits) [95]
Entry Level 2, Unit 7 - Imaging software (2 credits) [96]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [97]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [98]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [99]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [100]	Level 1, Unit 23 - Multimedia Software (3 credits) [101]	Level 2, Unit 23 - <u>Multimedia Software</u> (4 credits) [102]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [103]
Entry Level 2, Unit 9 - Using Word	<u>Level 1, Unit 24 -</u> <u>Additive</u>	<u>Level 2, Unit 24 -</u> <u>Additive</u>	<u>Level 3, Unit 37 -</u> <u>Internet of Things (6</u>

Processing Software (2 credits) [104]	Manufacture (3 credits) [105]	Manufacture (3 credits) [106]	<u>credits)</u> [107]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [108]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [109]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [110]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [111]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [112]	Level 1, Unit 26 - Computer Games Development (3 credits) [113]	Level 2, Unit 26 - Computer Games Development (4 credits) [114]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [115]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [116]	Level 1, Unit 27 - Design Software (3 credits) [117]	Level 2, Unit 27 - Design Software (4 credits) [118]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [119]
Entry Level 2, Unit 14 - Video Communication (2 credits) [120]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [121]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [122]	Level 3, Unit 44 - Bespoke Software (4 credits) [123]
Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits) [124]	Level 1, Unit 29 - Set Up an IT System (3 credits) [125]	Level 2, Unit 29 - Set Up an IT System (4 credits) [126]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [127]
Entry Level 2, Unit 26 - Computer Games Development (2 credits) [128]	Level 1, Unit 30 - CAD (3 credits) [129]	<u>Level 2, Unit 30 -</u> <u>CAD (3 credits)</u> [130]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [131]
Entry Level 2, Unit 29 - Understand social media (2 credits) [132]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [133]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [134]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [135]
Entry Level 2, Unit 32 - Website Software (2 credits) [136]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [137]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [138]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [139]
Entry Level 2, Unit 36 - Specialist Software (2 credits) [140]	Level 1, Unit 36 - Financial Modelling (3 credits) [141]	Level 2, Unit 34 - Developing skills for project management (4 credits) [142]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [143]

Entry Level 3, Unit R - Registration [144]	Level 1, Unit 38 - Animation Software (3 credits) [145]	Level 2, Unit 35 - Using Project Management Software (4 credits) [146]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [147]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [148]	Level 1, Unit 39 - Digital Art (3 credits) [149]	Level 2, Unit 38 - Animation Software (4 credits) [150]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [151]
Entry Level 3, Unit 2 - Online Basics (1 credit) [152]	Level 1, Unit 43 - E- safety for learners (2 credits) [153]	Level 2, Unit 39 - Digital Art (4 credits) [154]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [155]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [156]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [157]	<u>Level 2, Unit 43 - E-safety for learners</u> (3 credits) [158]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [159]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [160]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [161]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [162]	
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [163]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [164]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [165]	
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [166]	Level 1, Unit 103 - Digital Modelling (4 credits) [167]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [168]	
Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [169]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [170]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [171]	
Entry Level 3, Unit 8 - IT Security for users (1 credit) [172]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [173]	
Entry Level 3, Unit 10 - Presentation software (2 credits)	Anglutica Objectal wifel if all	<u>DELLevel 2, Unit</u> 73 - Extended <u>Project: Securing</u>	

[174] and Defending Online Systems (6 <u>credits</u>) [175] Entry Level 3, Unit Level 2, Unit 80 -14 - Audio and **Digital Tools and** Video Software (2 **Best Practice for** <u>credits</u>) [176] **Project** Management (5 <u>credits</u>) [177] Entry Level 3, Unit Level 2, Unit 81 -15 - Imaging **Digital Safety and** Software (2 credits) **Security Policies** [178] and Procedures (4 credits) [179] Entry Level 3, Unit Level 2, Unit 82 -16 - Using **Digital Editing and Collaborative** Publishing (3 Technologies (3 <u>credits</u>) [181] <u>credits</u>) [180] Entry Level 3, Unit Level 2, Unit 83 -20 - Introduction to **Digital Design and** Using mobile IT Graphics (3 credits) devices (2 credits) [183] [182] Level 2. Unit 84 -Entry Level 3. Unit 23 - Multimedia **Digital Modelling** Software (2 credits) and Data [184] Management (3 credits) [185] Entry Level 3, Unit Level 2, Unit 85 -25 - Developina Virtual Reality and **Computer Games** the Development Life Cycle (4 credits) and Puzzles (3 <u>credits</u>) [186] [187] Entry Level 3, Unit 26 - Computer **Games** Development (3 <u>credits</u>) [188] Entry Level 3, Unit 28 - Personal information management software (1 credit) [189]

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Entry Level 3, Unit

Software (2 credits)

32 - Website

[190]

Entry Level 3, Unit 36 - Specialist Software (2 credits) [140]

### Link to assessor's guide to interpreting the criteria [191]

Source URL: https://theingots.org/community/Bronze2

#### Links

- [1] https://theingots.org/community/siel2u1x#1.1
- [2] https://theingots.org/community/siel2u1x#2.1
- [3] https://theingots.org/community/siel2u1x#1.2
- [4] https://theingots.org/community/siel2u1x#2.2
- [5] https://theingots.org/community/siel2u1x#1.3
- [6] https://theingots.org/community/siel2u1x#2.3
- [7] https://theingots.org/community/siel2u1i
- [8] https://theingots.org/community/siel1u0reg
- [9] https://theingots.org/community/sil1u0reg
- [10] https://theingots.org/community/sil2u0reg
- [11] https://theingots.org/community/sil3u0rea
- [12] https://theingots.org/community/siel1u1
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- [14] https://theingots.org/community/sil2u1
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- [20] https://theingots.org/community/siel1u3
- [21] https://theingots.org/community/sil1u3
- [22] https://theingots.org/community/sil2u3
- [23] https://theingots.org/community/sil3u3
- [24] https://theingots.org/community/siel1u4
- [25] https://theingots.org/community/sil1u4
- [26] https://theingots.org/community/sil2u4
- [27] https://theingots.org/community/sil3u4
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- [31] https://theingots.org/community/sil3u5
- [32] https://theingots.org/community/siel1u6
- [33] https://theingots.org/community/sil1u6
- [34] https://theingots.org/community/sil2u6
- [35] https://theingots.org/community/sil3u6
- [36] https://theingots.org/community/siel1u7
- [37] https://theingots.org/community/sil1u7
- [38] https://theingots.org/community/sil2u7
- [39] https://theingots.org/community/sil3u7
- [40] https://theingots.org/community/siel1u8

[41] https://theingots.org/community/sil1u8 [42] https://theingots.org/community/sil2u8 [43] https://theingots.org/community/sil3u8 [44] https://theingots.org/community/siel1u9 [45] https://theingots.org/community/sil1u9 [46] https://theingots.org/community/sil2u9 [47] https://theingots.org/community/sil3u9 [48] https://theingots.org/community/siel1u11 [49] https://theingots.org/community/sil1u10 [50] https://theingots.org/community/sil2u10 [51] https://theingots.org/community/sil3u10 [52] https://theingots.org/community/siel1u12 [53] https://theingots.org/community/sil1u11 [54] https://theingots.org/community/sil2u11 [55] https://theingots.org/community/sil3u11 [56] https://theingots.org/community/siel1u13 [57] https://theingots.org/community/sil1u12 [58] https://theingots.org/community/sil2u12 [59] https://theingots.org/community/sil3u12 [60] https://theingots.org/community/siel1u14 [61] https://theingots.org/community/sil1u13 [62] https://theingots.org/community/sil2u13 [63] https://theingots.org/community/sil3u13 [64] https://theingots.org/community/siel1u29 [65] https://theingots.org/community/sil1U14 [66] https://theingots.org/community/sil2u14 [67] https://theingots.org/community/sil3u14 [68] https://theingots.org/community/siel2u0reg [69] https://theingots.org/community/sil1u15 [70] https://theingots.org/community/sil2u15 [71] https://theingots.org/community/sil3u15 [72] https://theingots.org/community/siel2u1 [73] https://theingots.org/community/sil1u16 [74] https://theingots.org/community/sil2u16 [75] https://theingots.org/community/sil3u17 [76] https://theingots.org/community/siel2u2 [77] https://theingots.org/community/sil1u17 [78] https://theingots.org/community/sil2u17 [79] https://theingots.org/community/sil3u23 [80] https://theingots.org/community/siel2u3 [81] https://theingots.org/community/sil1u18 [82] https://theingots.org/community/sil2u18 [83] https://theingots.org/community/sil3u24 [84] https://theingots.org/community/siel2u4 [85] https://theingots.org/community/sil1u19 [86] https://theingots.org/community/sil2u19 [87] https://theingots.org/community/sil3u27 [88] https://theingots.org/community/siel2u5 [89] https://theingots.org/community/sil1u20 [90] https://theingots.org/community/sil2u20 [91] https://theingots.org/community/sil3U28 [92] https://theingots.org/community/siel2u6 [93] https://theingots.org/community/sil1u21 [94] https://theingots.org/community/sil2u21 [95] https://theingots.org/community/sil3u29

[96] https://theingots.org/community/siel2u7 [97] https://theingots.org/community/sil1u22 [98] https://theingots.org/community/sil2u22 [99] https://theingots.org/community/sil3u32

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[100] https://theingots.org/community/siel2u8 [101] https://theingots.org/community/sil1u23 [102] https://theingots.org/community/sil2u23 [103] https://theingots.org/community/sil3u33 [104] https://theingots.org/community/siel2u9 [105] https://theingots.org/community/sil1u24 [106] https://theingots.org/community/sil2u24 [107] https://theingots.org/community/sil3u37 [108] https://theingots.org/community/siel2u10 [109] https://theingots.org/community/sil1u25 [110] https://theingots.org/community/sil2u25 [111] https://theingots.org/community/sil3u40 [112] https://theingots.org/community/siel2u11 [113] https://theingots.org/community/sil1u26 [114] https://theingots.org/community/sil2u26 [115] https://theingots.org/community/sil3u41 [116] https://theingots.org/community/siel2u12 [117] https://theingots.org/community/sil1u27 [118] https://theingots.org/community/sil2u27 [119] https://theingots.org/community/sil3u42 [120] https://theingots.org/community/siel2u14 [121] https://theingots.org/community/sil1u28 [122] https://theingots.org/community/sil2u28 [123] https://theingots.org/community/sil3u44 [124] https://theingots.org/community/siel2u16 [125] https://theingots.org/community/sil1u29 [126] https://theingots.org/community/sil2u29 [127] https://theingots.org/community/sil3u57 [128] https://theingots.org/community/siel2u26 [129] https://theingots.org/community/sil1u30 [130] https://theingots.org/community/sil2u30 [131] https://theingots.org/community/sil3u60 [132] https://theingots.org/community/siel2u29 [133] https://theingots.org/community/sil1u31 [134] https://theingots.org/community/sil2u32 [135] https://theingots.org/community/sil3u61 [136] https://theingots.org/community/siel2u32 [137] https://theingots.org/community/sil1u32 [138] https://theingots.org/community/sil2u33 [139] https://theingots.org/community/sil3u62 [140] https://theingots.org/community/siel3u36 [141] https://theingots.org/community/sil1u36 [142] https://theingots.org/community/sil2u34 [143] https://theingots.org/community/sil3u63 [144] https://theingots.org/community/siel3u0reg [145] https://theingots.org/community/sil1u38 [146] https://theingots.org/community/sil2u35 [147] https://theingots.org/community/sil3u64 [148] https://theingots.org/community/siel3u1 [149] https://theingots.org/community/sil1u39 [150] https://theingots.org/community/sil2u38 [151] https://theingots.org/community/sil3u65 [152] https://theingots.org/community/siel3u2 [153] https://theingots.org/community/sil1u43 [154] https://theingots.org/community/sil2u39 [155] https://theingots.org/community/sil3u66 [156] https://theingots.org/community/siel3u3 [157] https://theingots.org/community/sil1u50 [158] https://theingots.org/community/sil2u43

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- [174] https://theingots.org/community/siel3u10
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- [176] https://theingots.org/community/siel3u14
- [177] https://theingots.org/community/sil2u80
- [178] https://theingots.org/community/siel3u15
- [179] https://theingots.org/community/sil2u81
- [180] https://theingots.org/community/siel3u16
- [181] https://theingots.org/community/sil2u82
- [182] https://theingots.org/community/siel3u20
- [183] https://theingots.org/community/sil2u83
- [184] https://theingots.org/community/siel3u23
- [185] https://theingots.org/community/sil2u84
- [186] https://theingots.org/community/siel3u25
- [187] https://theingots.org/community/sil2u85
- [188] https://theingots.org/community/siel3u26
- [189] https://theingots.org/community/siel3u28
- [190] https://theingots.org/community/siel3u32
- [191] https://theingots.org/community/Bronze2 1