

Schools ITQ Entry Level 1 - Unit 1 (Bronze 1)

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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.](#) [5]

[1.2 I can plan how to complete the task using IT.](#) [7]

[1.3 I can identify the main safety and security issues affecting the use of IT for the task.](#) [9]

2. Use IT to complete a practical task

[2.1 I can use IT to complete a task following identified safe practices.](#) [6]

[2.2 I can identify and correct errors.](#) [8]

[2.3 I can identify any improvements that can be made.](#) [10]

Links to ITQ units

Entry Level

Level 1

Level 2

Level 3

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Unit 2 - Using ICT to Select and Exchange Information (2 credits) [20]	Using Collaborative Technologies (3 credits) [21]	Using Collaborative Technologies (4 credits) [22]	Using Collaborative Technologies (6 credits) [23]
Entry Level 2, Unit 3 - Online Basics (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 2, Unit 4 - Desktop Publishing Software (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 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [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 2, Unit 6 - Using ICT in the Workplace (3 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 2, Unit 7 - Imaging software (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 2, Unit 8 - Using ICT Equipment in a Work Place (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 2, Unit 9 - Using Word Processing 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]
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Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [56]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [57]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [58]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [59]
Entry Level 2, Unit 13 -	Level 1, Unit 13 -	Level 2, Unit 13 -	Level 3, Unit 13 -

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Unit 12 - Presentation Software (2 credits) [60]	Using Email (2 credits) [61]	Using Email (3 credits) [62]	Using Email (3 credits) [63]
Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [64]	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]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [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]
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Entry Level 3, Unit 3 - Desktop Publishing Software (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 3, Unit 4 - Displaying Information Using ICT (3 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 3, Unit 5 - Using ICT to Find Information (3 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]
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Entry Level 3, Unit 8 - IT Security for users (1 credit) [96]	Level 1, Unit 22 - Understanding the social and environmental impact of architecture and construction (3	Level 2, Unit 22 - Understanding the social and environmental impact of architecture and construction (4	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [99]

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	Level 1, Unit 26 - Computer Games Development (3 credits) [112]	Level 2, Unit 26 - Computer Games Development (4 credits) [113]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [114]
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	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [127]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [128]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [129]
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[Using Project Management Methods \(4 credits\) \[131\]](#)

[Networks \(6 credits\) \[132\]](#)

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[DEFL Level 2, Unit 70 - Understanding of Cyber Security and Online Threats \(3 credits\) \[134\]](#)

[Level 3, Unit 64 - Cisco - CCNA Security \(6 credits\) \[135\]](#)

[Level 1, Unit 102 - Digital Editing and Publishing \(4 credits\) \[136\]](#)

[DEFL Level 2, Unit 71 - Analysing and Evaluating Cyber Threats \(3 credits\) \[137\]](#)

[Level 3, Unit 65 - Cisco - CyberSecurity Essentials \(6 credits\) \[138\]](#)

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