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## Entry Level 3 - Unit 1 (Bronze 3, unit 1)

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- [General guidance for interpreting OCF qualification levels](#) [3]
- [Link to assessor's guide to interpreting the criteria for this unit](#) [4]
- Click on the links in the table below for specific guidance on the assessment criteria.

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

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

[1.1 I can identify the purpose for using IT.](#) [5]

[1.2 I can plan how to carry out the task using IT.](#) [8]

[1.3 I can select appropriate IT systems and software applications.](#) [11]

[1.4 I can identify the main legal and other constraints affecting the use of the IT system and software.](#) [13]

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

[2.1 I can use preset routines to improve productivity.](#) [6]

[2.2 I can use IT to complete planned tasks.](#) [9]

#### 3. Review the selection and use of IT systems and software for tasks

[3.1 I can review the outcomes of the completed task.](#) [7]

[3.2 I can identify the strengths and weaknesses of the IT systems and software used for the task.](#) [10]

[3.3 I can identify ways to improve the outcomes of the completed task.](#) [12]

### Links to ITQ units

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<a href="#">Entry Level 1, Unit R - Registration</a> [15]	<a href="#">Level 1, Unit R - Registration</a> [16]	<a href="#">Level 2, Unit R - Registration</a> [17]	<a href="#">Level 3, Unit R - Registration</a> [18]
<a href="#">Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)</a> [19]	<a href="#">Level 1, Unit 1 - Improving Productivity Using IT (3 credits)</a> [20]	<a href="#">Level 2, Unit 1 - Improving Productivity Using IT (4 credits)</a> [21]	<a href="#">Level 3, Unit 1 - Improving Productivity Using IT (5 credits)</a> [22]
<a href="#">Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits)</a> [23]	<a href="#">Level 1, Unit 2 - Website Software (3 credits)</a> [24]	<a href="#">Level 2, Unit 2 - Website Software (4 credits)</a> [25]	<a href="#">Level 3, Unit 2 - Website Software (5 credits)</a> [26]
<a href="#">Entry Level 1, Unit 3 - Online Basics (2 credits)</a> [27]	<a href="#">Level 1, Unit 3 - Using Collaborative Technologies (3 credits)</a> [28]	<a href="#">Level 2, Unit 3 - Using Collaborative Technologies (4 credits)</a> [29]	<a href="#">Level 3, Unit 3 - Using Collaborative Technologies (6 credits)</a> [30]
<a href="#">Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits)</a> [31]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [32]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [33]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [34]
<a href="#">Entry Level 1, Unit 5 - Safe Working Practices (2 credits)</a> [35]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [36]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [37]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [38]
<a href="#">Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits)</a> [39]	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits)</a> [40]	<a href="#">Level 2, Unit 6 - Specialist software (3 credits)</a> [41]	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits)</a> [42]
<a href="#">Entry Level 1, Unit 7 - Imaging software (2 credits)</a> [43]	<a href="#">Level 1, Unit 7 - Word Processing (3 credits)</a> [44]	<a href="#">Level 2, Unit 7 - Word processing (4 credits)</a> [45]	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits)</a> [46]
<a href="#">Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits)</a> [47]	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits)</a> [48]	<a href="#">Level 2, Unit 8 - Using the internet (4 credits)</a> [49]	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits)</a> [50]
<a href="#">Entry Level 1, Unit 9 - Using Word Processing Software (2 credits)</a> [51]	<a href="#">Level 1, Unit 9 - Drawing and planning (2 credits)</a> [52]	<a href="#">Level 2, Unit 9 - Drawing and planning (3 credits)</a> [53]	<a href="#">Level 3, Unit 9 - Drawing and Planning Software (4 credits)</a> [54]

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<a href="#">Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [55]</a>	<a href="#">Level 1, Unit 10 - Presentation Software (3 credits) [56]</a>	<a href="#">Level 2, Unit 10 - Presentation software (4 credits) [57]</a>	<a href="#">Level 3, Unit 10 - Presentation Software (6 credits) [58]</a>
<a href="#">Entry Level 1, Unit 12 - Presentation Software (2 credits) [59]</a>	<a href="#">Level 1, Unit 11 - Database Software (3 credits) [60]</a>	<a href="#">Level 2, Unit 11 - Database software (4 credits) [61]</a>	<a href="#">Level 3, Unit 11 - Database Software (6 credits) [62]</a>
<a href="#">Entry Level 1, Unit 13 - Computer Games Development (2 credits) [63]</a>	<a href="#">Level 1, Unit 12 - Desktop Publishing Software (3 credits) [64]</a>	<a href="#">Level 2, Unit 12 - Desktop Publishing Software (4 credits) [65]</a>	<a href="#">Level 3, Unit 12 - Desktop Publishing Software (5 credits) [66]</a>
<a href="#">Entry Level 1, Unit 14 - Video Communication (2 credits) [67]</a>	<a href="#">Level 1, Unit 13 - Using Email (2 credits) [68]</a>	<a href="#">Level 2, Unit 13 - Using Email (3 credits) [69]</a>	<a href="#">Level 3, Unit 13 - Using Email (3 credits) [70]</a>
<a href="#">Entry Level 1, Unit 29 - Understand social media (2 credits) [71]</a>	<a href="#">Level 1, Unit 14 - Audio Software (2 credits) [72]</a>	<a href="#">Level 2, Unit 14 - Audio Software (3 credits) [73]</a>	<a href="#">Level 3, Unit 14 - Audio Software (4 credits) [74]</a>
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<a href="#">Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [79]</a>	<a href="#">Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [80]</a>	<a href="#">Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [81]</a>	<a href="#">Level 3, Unit 17 - Video Software (4 credits) [82]</a>
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<a href="#">Entry Level 2, Unit 3 - Online Basics (2 credits) [87]</a>	<a href="#">Level 1, Unit 18 - IT Software Fundamentals (3 credits) [88]</a>	<a href="#">Level 2, Unit 18 - IT Software Fundamentals (3 credits) [89]</a>	<a href="#">Level 3, Unit 24 - Additive Manufacture (6 credits) [90]</a>
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<a href="#">Unit 5 - Using ICT: Safe Working Practices (1 credit) [95]</a>	<a href="#">Using Mobile IT Devices (2 credits) [96]</a>	<a href="#">Using Mobile IT Devices (2 credits) [97]</a>	<a href="#">Optimise IT System Performance (5 credits) [98]</a>
<a href="#">Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [99]</a>	<a href="#">Level 1, Unit 21 - Data Management Software (2 credits) [100]</a>	<a href="#">Level 2, Unit 21 - Data Management Software (3 credits) [101]</a>	<a href="#">Level 3, Unit 29 - Set Up an IT System (5 credits) [102]</a>
<a href="#">Entry Level 2, Unit 7 - Imaging software (2 credits) [103]</a>	<a href="#">Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [104]</a>	<a href="#">Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [105]</a>	<a href="#">Level 3, Unit 32 - Computerised Accounting Software (5 credits) [106]</a>
<a href="#">Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [107]</a>	<a href="#">Level 1, Unit 23 - Multimedia Software (3 credits) [108]</a>	<a href="#">Level 2, Unit 23 - Multimedia Software (4 credits) [109]</a>	<a href="#">Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [110]</a>
<a href="#">Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [111]</a>	<a href="#">Level 1, Unit 24 - Additive Manufacture (3 credits) [112]</a>	<a href="#">Level 2, Unit 24 - Additive Manufacture (3 credits) [113]</a>	<a href="#">Level 3, Unit 37 - Internet of Things (6 credits) [114]</a>
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<a href="#">Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits) [131]</a>	<a href="#">Level 1, Unit 29 - Set Up an IT System (3 credits) [132]</a>	<a href="#">Level 2, Unit 29 - Set Up an IT System (4 credits) [133]</a>	<a href="#">Level 3, Unit 57 - Networking Fundamentals (5 credits) [134]</a>
<a href="#">Entry Level 2, Unit 26 - Computer Games Development (2 credits) [135]</a>	<a href="#">Level 1, Unit 30 - CAD (3 credits) [136]</a>	<a href="#">Level 2, Unit 30 - CAD (3 credits) [137]</a>	<a href="#">Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [138]</a>
<a href="#">Entry Level 2, Unit 29 - Understand social media (2 credits) [139]</a>	<a href="#">Level 1, Unit 31 - Internet Safety for IT users (3 credits) [140]</a>	<a href="#">Level 2, Unit 32 - Computerised Accounting Software (3 credits) [141]</a>	<a href="#">Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [142]</a>
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<a href="#">Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [155]</a>	<a href="#">Level 1, Unit 39 - Digital Art (3 credits) [156]</a>	<a href="#">Level 2, Unit 38 - Animation Software (4 credits) [157]</a>	<a href="#">Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [158]</a>
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[communication using remote systems \(4 credits\)](#) [168]

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[Entry Level 3, Unit 5 - Using ICT to Find Information \(3 credits\)](#) [170]

[Level 1, Unit 102 - Digital Editing and Publishing \(4 credits\)](#) [171]

[Level 2, Unit 51 - Effectiveness communication using remote systems \(4 credits\)](#) [172]

[Entry Level 3, Unit 6 - Communicating Information Using ICT \(3 credits\)](#)  
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[Level 1, Unit 103 - Digital Modelling \(4 credits\)](#) [174]

[DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats \(3 credits\)](#)  
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[Entry Level 3, Unit 7 - Producing Charts Using ICT \(3 credits\)](#) [176]

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[DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats \(3 credits\)](#)  
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[Entry Level 3, Unit 8 - IT Security for users \(1 credit\)](#)  
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[DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice \(3 credits\)](#) [180]

[Entry Level 3, Unit 10 - Presentation software \(2 credits\)](#) [181]

[DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems \(6 credits\)](#) [182]

[Entry Level 3, Unit 14 - Audio and Video Software \(2 credits\)](#) [183]

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[Entry Level 3, Unit 15 - Imaging Software \(2 credits\)](#) [185]

[Level 2, Unit 81 - Digital Safety and Security Policies and Procedures \(4 credits\)](#) [186]

[Entry Level 3, Unit 16 - Using Collaborative Technologies \(3](#)

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[Entry Level 3, Unit 26 - Computer Games Development \(3 credits\)](#) [195]

[Entry Level 3, Unit 28 - Personal information management software \(1 credit\)](#) [196]

[Entry Level 3, Unit 32 - Website Software \(2 credits\)](#) [197]

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**There are further optional shared units from other Awarding Organisations that we can use. Please contact us if you want to use any of these so we can explain any additional needs or answer any of your questions. [Link to additional Entry 3 units](#)**

**Source URL:** <https://theingots.org/community/SIEL3U1>

### Links

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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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[115] <https://theingots.org/community/siel2u10>  
[116] <https://theingots.org/community/sil1u25>  
[117] <https://theingots.org/community/sil2u25>  
[118] <https://theingots.org/community/sil3u40>

## Entry Level 3 - Unit 1 (Bronze 3, unit 1)

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[119] <https://theingots.org/community/siel2u11>  
[120] <https://theingots.org/community/sil1u26>  
[121] <https://theingots.org/community/sil2u26>  
[122] <https://theingots.org/community/sil3u41>  
[123] <https://theingots.org/community/siel2u12>  
[124] <https://theingots.org/community/sil1u27>  
[125] <https://theingots.org/community/sil2u27>  
[126] <https://theingots.org/community/sil3u42>  
[127] <https://theingots.org/community/siel2u14>  
[128] <https://theingots.org/community/sil1u28>  
[129] <https://theingots.org/community/sil2u28>  
[130] <https://theingots.org/community/sil3u44>  
[131] <https://theingots.org/community/siel2u16>  
[132] <https://theingots.org/community/sil1u29>  
[133] <https://theingots.org/community/sil2u29>  
[134] <https://theingots.org/community/sil3u57>  
[135] <https://theingots.org/community/siel2u26>  
[136] <https://theingots.org/community/sil1u30>  
[137] <https://theingots.org/community/sil2u30>  
[138] <https://theingots.org/community/sil3u60>  
[139] <https://theingots.org/community/siel2u29>  
[140] <https://theingots.org/community/sil1u31>  
[141] <https://theingots.org/community/sil2u32>  
[142] <https://theingots.org/community/sil3u61>  
[143] <https://theingots.org/community/siel2u32>  
[144] <https://theingots.org/community/sil1u32>  
[145] <https://theingots.org/community/sil2u33>  
[146] <https://theingots.org/community/sil3u62>  
[147] <https://theingots.org/community/siel3u36>  
[148] <https://theingots.org/community/sil1u36>  
[149] <https://theingots.org/community/sil2u34>  
[150] <https://theingots.org/community/sil3u63>  
[151] <https://theingots.org/community/siel3u0reg>  
[152] <https://theingots.org/community/sil1u38>  
[153] <https://theingots.org/community/sil2u35>  
[154] <https://theingots.org/community/sil3u64>  
[155] <https://theingots.org/community/siel3u1>  
[156] <https://theingots.org/community/sil1u39>  
[157] <https://theingots.org/community/sil2u38>  
[158] <https://theingots.org/community/sil3u65>  
[159] <https://theingots.org/community/siel3u2>  
[160] <https://theingots.org/community/sil1u43>  
[161] <https://theingots.org/community/sil2u39>  
[162] <https://theingots.org/community/sil3u66>  
[163] <https://theingots.org/community/siel3u3>  
[164] <https://theingots.org/community/sil1u50>  
[165] <https://theingots.org/community/sil2u43>  
[166] <https://theingots.org/community/sil3u67>  
[167] [https://theingots.org/community/siel3u\\_noprogression\\_1169](https://theingots.org/community/siel3u_noprogression_1169)  
[168] <https://theingots.org/community/sil1u51>  
[169] <https://theingots.org/community/sil2u50>  
[170] <https://theingots.org/community/siel3u5>  
[171] <https://theingots.org/community/sil1u102>  
[172] <https://theingots.org/community/sil2u51>  
[173] <https://theingots.org/community/siel3u6>  
[174] <https://theingots.org/community/sil1u103>  
[175] <https://theingots.org/community/sil2u70>  
[176] <https://theingots.org/community/siel3u7>  
[177] <https://theingots.org/community/sil1u105>

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- [178] <https://theingots.org/community/sil2u71>
- [179] <https://theingots.org/community/siel3u4>
- [180] <https://theingots.org/community/sil2u72>
- [181] <https://theingots.org/community/siel3u10>
- [182] <https://theingots.org/community/sil2u73>
- [183] <https://theingots.org/community/siel3u14>
- [184] <https://theingots.org/community/sil2u80>
- [185] <https://theingots.org/community/siel3u15>
- [186] <https://theingots.org/community/sil2u81>
- [187] <https://theingots.org/community/siel3u16>
- [188] <https://theingots.org/community/sil2u82>
- [189] <https://theingots.org/community/siel3u20>
- [190] <https://theingots.org/community/sil2u83>
- [191] <https://theingots.org/community/siel3u23>
- [192] <https://theingots.org/community/sil2u84>
- [193] <https://theingots.org/community/siel3u25>
- [194] <https://theingots.org/community/sil2u85>
- [195] <https://theingots.org/community/siel3u26>
- [196] <https://theingots.org/community/siel3u28>
- [197] <https://theingots.org/community/siel3u32>