

## Schools ITQ Entry Level 3 - Unit 2 (Bronze 3, Unit 2)

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- Click on the links in the table below for specific guidance on the assessment criteria.

### Entry Level 3, Unit 2 - Online Basics (1 credit)

#### 1. Use an on-line IT system to meet needs

[1.1 I can start an online IT system or application and close it down appropriately when finished.](#) [5]

[1.2 I can set and use a password where necessary.](#) [8]

[1.3 I can work safely and responsibly online.](#) [11]

#### 2. Search for and use internet-based information

[2.1 I can choose appropriate sources of IT-based information to meet needs.](#) [6]

[2.2 I can use browser software to navigate web pages and find required information.](#) [9]

[2.3 I can select and use information which is reliable and fit for purpose.](#) [12]

#### 3. Use e-mail to communicate and exchange information

[3.1 I can open and read e-mail messages.](#) [7]

[3.2 I can create and send e-mail messages.](#) [10]

[3.3 I can enter and edit text to meet needs.](#) [13]

### Links to ITQ units

Entry Level

Level 1

Level 2

Level 3

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[Level 3, Unit 2 - Website Software \(5 credits\) \[22\]](#)

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[Entry Level 2, Unit 5 - Using ICT: Safe Working Practices \(1 credit\) \[35\]](#)

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[Level 2, Unit 8 - Using the internet \(4 credits\) \[45\]](#)

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