
Schools ITQ Level 1 - Unit 2 - WS (Silver Unit 2)

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- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [6]

Level 1, Unit 2 - Website Software (3 credits)

1. Plan and create web pages

[1.1 I can identify what content and layout will be needed in the web page.](#) [7]

[1.2 I can identify the purpose of the web page and the intended audience.](#) [10]

[1.3 I can select and use a website design template to create a single web page.](#) [13]

[1.4 I can enter or insert content for web pages so that it is ready for editing and formatting.](#) [15]

[1.5 I can organise and combine information needed for web pages.](#) [17]

2. Use web site software tools to structure and format web pages

[2.1 I can identify what editing and formatting to use to aid both clarity and navigation.](#) [8]

[2.2 I can select and use website features to help the user navigate simple web sites.](#) [11]

[2.3 I can use appropriate editing and formatting techniques.](#) [14]

[2.4 I check to make sure my web pages meet user needs using IT tools and making corrections as necessary.](#) [16]

3. Publish web pages to the internet or an intranet

[3.1 I can upload content to a web site.](#) [9]

[3.2 I can respond appropriately to common problems when testing a web page.](#) [12]

[1.6 I can identify copyright and other constraints on using other people's information.](#) [18]

[1.7 I can identify what filetypes to use for saving content.](#) [19]

[1.8 I can store and retrieve web files.](#) [20]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [22]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [23]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [24]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [25]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [26]	Level 1, Unit 2 - Website Software (3 credits) [27]	Level 2, Unit 2 - Website Software (4 credits) [28]	Level 3, Unit 2 - Website Software (5 credits) [29]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [30]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [31]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [32]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [33]
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Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [38]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [39]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [40]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [41]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [42]	Level 1, Unit 6 - Specialist Software (2 credits) [43]	Level 2, Unit 6 - Specialist software (3 credits) [44]	Level 3, Unit 6 - Specialist Software (4 credits) [45]
Entry Level 2, Unit 6 - Using ICT: Safe Working Practices (1 credit) [42]	Level 1, Unit 7 - Specialist Software (2 credits) [43]	Level 2, Unit 7 - Specialist software (3 credits) [44]	Level 3, Unit 7 - Specialist Software (4 credits) [45]

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Unit 6 - Using ICT in the Workplace (3 credits) [46]	Word Processing (3 credits) [47]	Word processing (4 credits) [48]	Word Processing Software (6 credits) [49]
Entry Level 2, Unit 7 - Imaging software (2 credits) [50]	Level 1, Unit 8 - Using the Internet (3 credits) [51]	Level 2, Unit 8 - Using the internet (4 credits) [52]	Level 3, Unit 8 - Using the Internet (5 credits) [53]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [54]	Level 1, Unit 9 - Drawing and planning (2 credits) [55]	Level 2, Unit 9 - Drawing and planning (3 credits) [56]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [57]
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Entry Level 2, Unit 10 - ICT for Employment (1 credit) [62]	Level 1, Unit 11 - Database Software (3 credits) [63]	Level 2, Unit 11 - Database software (4 credits) [64]	Level 3, Unit 11 - Database Software (6 credits) [65]
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Entry Level 2, Unit 12 - Presentation Software (2 credits) [70]	Level 1, Unit 13 - Using Email (2 credits) [71]	Level 2, Unit 13 - Using Email (3 credits) [72]	Level 3, Unit 13 - Using Email (3 credits) [73]
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