Schools ITQ Level 1 - Unit 4 - ITS (Silver Unit 4)

BACK TO SCHOOLS ITO [1]

Handbook home page [2]

- General guidance for interpreting QCF 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.
- National Strategies APP criteria [5] are relevant from Entry 3 upwards.
- References to personal learning and thinking skills (PLTS) [6]

Level 1, Unit 4 - IT Security for Users (1 credit)

1. Use appropriate methods to minimise security risks to IT systems and data

- 1.1 I can identify security issues that might threaten system performance. [7]
- 1.2 I can take appropriate security precautions to protect IT systems and data. [8]
- 1.3 I can identify threats to information security associated with widespread use of technology. [9]
- 1.4 I can take appropriate precautions to keep information secure. [10]
- 1.5 I can follow relevant guidelines and procedures for the secure use of IT. [11]
- 1.6 I can explain why it is important to backup data securely. [12]
- 1.7 I can ensure that my personal data is backed up to appropriate media. [13]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1. Unit R - Registration [15]	Level 1, Unit R -	<u>Level 2, Unit R -</u>	Level 3, Unit R -
	Registration [16]	<u>Registration</u> [17]	Registration [18]
Entry Level 1. Unit 1 - Improving Productivity Using IT (1 credit) [19]	Level 1, Unit 1 -	Level 2, Unit 1 -	Level 3, Unit 1 -
	Improving	Improving	Improving
	Productivity Using	Productivity Using	Productivity Using
	IT (3 credits) [20]	IT (4 credits) [21]	IT (5 credits) [22]

Entry Level 1. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [23]	Level 1, Unit 2 - Website Software (3 credits) [24]	Level 2, Unit 2 - Website Software (4 credits) [25]	Level 3, Unit 2 - Website Software (5 credits) [26]
Entry Level 1. Unit 3 - Online Basics (2 credits) [27]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [28]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [29]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [30]
Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [31]	Level 1, Unit 4 - IT Security for Users (1 credit) [32]	Level 2, Unit 4 - IT Security for Users (2 credits) [33]	Level 3, Unit 4 - IT Security for Users (3 credits) [34]
Entry Level 1, Unit 5 - Safe Working Practices (2 credits) [35]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [36]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [37]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [38]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [39]	Level 1, Unit 6 - Specialist Software (2 credits) [40]	Level 2, Unit 6 - Specialist software (3 credits) [41]	Level 3, Unit 6 - Specialist Software (4 credits) [42]
Entry Level 1. Unit 7 - Imaging software (2 credits) [43]	Level 1, Unit 7 - Word Processing (3 credits) [44]	Level 2, Unit 7 - Word processing (4 credits) [45]	Level 3, Unit 7 - Word Processing Software (6 credits) [46]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [47]	Level 1, Unit 8 - Using the Internet (3 credits) [48]	Level 2, Unit 8 - Using the internet (4 credits) [49]	Level 3, Unit 8 - Using the Internet (5 credits) [50]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [51]	Level 1, Unit 9 - Drawing and planning (2 credits) [52]	Level 2, Unit 9 - Drawing and planning (3 credits) [53]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [54]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [55]	Level 1, Unit 10 - Presentation Software (3 credits) [56]	Level 2, Unit 10 - Presentation software (4 credits) [57]	Level 3, Unit 10 - Presentation Software (6 credits) [58]
Entry Level 1. Unit 12 - Presentation Software (2 credits) [59]	Level 1, Unit 11 - Database Software (3 credits) [60]	Level 2, Unit 11 - Database software (4 credits) [61]	Level 3, Unit 11 - Database Software (6 credits) [62]

Entry Level 1,	Level 1, Unit 12 -	Level 2, Unit 12 -	Level 3, Unit 12 -
Unit 13 -	Desktop	Desktop	Desktop
Computer Games	Publishing	Publishing	Publishing
Development (2	Software (3	Software (4	Software (5
credits) [63]	credits) [64]	credits) [65]	credits) [66]
Entry Level 1, Unit 14 - Video Communication (2 credits) [67]	Level 1, Unit 13 - Using Email (2 credits) [68]	Level 2, Unit 13 - Using Email (3 credits) [69]	Level 3, Unit 13 - Using Email (3 credits) [70]
Entry Level 1. Unit 29 - Understand social media (2 credits) [71]	Level 1. Unit 14 -	Level 2, Unit 14 -	Level 3. Unit 14 -
	Audio Software (2	Audio Software (3	Audio Software (4
	credits) [72]	credits) [73]	credits) [74]
Entry Level 2,	Level 1, Unit 15 -	Level 2, Unit 15 -	Level 3, Unit 15 -
Unit R -	Imaging Software	Imaging Software	Imaging Software
Registration [75]	(3 credits) [76]	(4 credits) [77]	(5 credits) [78]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [79]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [80]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [81]	Level 3, Unit 17 - Video Software (4 credits) [82]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [83]	Level 1, Unit 17 - Video Software (2 credits) [84]	Level 2, Unit 17 - Video Software (3 credits) [85]	Level 3, Unit 23 - Multimedia Software (6 credits) [86]
Entry Level 2,	Level 1, Unit 18 -	Level 2, Unit 18 -	Level 3, Unit 24 -
Unit 3 - Online	IT Software	IT Software	Additive
Basics (2 credits)	Fundamentals (3	Fundamentals (3	Manufacture (6
[87]	credits) [88]	credits) [89]	credits) [90]
Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [91]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [92]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [93]	Level 3, Unit 27 - Design Software (5 credits) [94]
Entry Level 2. Unit 5 - Using ICT: Safe Working Practices (1 credit) [95]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [96]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [97]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [98]
Entry Level 2,	Level 1, Unit 21 -	Level 2, Unit 21 -	Level 3, Unit 29 -
Unit 6 - Using ICT	Data Management	Data Management	Set Up an IT
in the Workplace	Software (2	Software (3	System (5 credits)
(3 credits) [99]	credits) [100]	credits) [101]	[102]
Entry Level 2.	Level 1, Unit 22-	Level 2, Unit 22	Level 3, Unit 32 -
Unit 7 - Imaging	Understanding the	-Understanding	Computerised

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software (2 credits) [103]	social and environmental impact of architecture and construction (3 credits) [104]	the social and environmental impact of architecture and construction (4 credits) [105]	Accounting Software (5 credits) [106]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [107]	Level 1, Unit 23 - Multimedia Software (3 credits) [108]	Level 2, Unit 23 - Multimedia Software (4 credits) [109]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [110]
Entry Level 2. Unit 9 - Using Word Processing Software (2 credits) [111]	Level 1, Unit 24 - Additive Manufacture (3 credits) [112]	Level 2, Unit 24 - Additive Manufacture (3 credits) [113]	Level 3, Unit 37 - Internet of Things (6 credits) [114]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [115]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [116]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [117]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [118]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [119]	Level 1, Unit 26 - Computer Games Development (3 credits) [120]	Level 2, Unit 26 - Computer Games Development (4 credits) [121]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [122]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [123]	Level 1, Unit 27 - Design Software (3 credits) [124]	Level 2, Unit 27 - Design Software (4 credits) [125]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [126]
Entry Level 2. Unit 14 - Video Communication (2 credits) [127]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [128]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [129]	Level 3, Unit 44 - Bespoke Software (4 credits) [130]
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [131]	Level 1, Unit 29 - Set Up an IT System (3 credits) [132]	Level 2, Unit 29 - Set Up an IT System (4 credits) [133]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [134]
Entry Level 2. Unit 26 - Computer Games Development (2 credits) [135]	Level 1, Unit 30 - CAD (3 credits) [136]	Level 2, Unit 30 - CAD (3 credits) [137]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [138]

Entry Level 2, Unit 29 - Understand social media (2 credits) [139]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [140]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [141]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [142]
Entry Level 2, Unit 32 - Website Software (2 credits) [143]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [144]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [145]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [146]
Entry Level 2. Unit 36 - Specialist Software (2 credits) [147]	Level 1, Unit 36 - Financial Modelling (3 credits) [148]	Level 2, Unit 34 - Developing skills for project management (4 credits) [149]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [150]
Entry Level 3, Unit R - Registration [151]	Level 1, Unit 38 - Animation Software (3 credits) [152]	Level 2, Unit 35 - Using Project Management Software (4 credits) [153]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [154]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [155]	Level 1, Unit 39 - Digital Art (3 credits) [156]	Level 2, Unit 38 - Animation Software (4 credits) [157]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [158]
Entry Level 3, Unit 2 - Online Basics (1 credit) [159]	Level 1, Unit 43 - E-safety for learners (2 credits) [160]	Level 2, Unit 39 - Digital Art (4 credits) [161]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [162]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [163]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [164]	Level 2, Unit 43 - E-safety for learners (3 credits) [165]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [166]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [167]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [168]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [169]	
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) [173]	Level 1, Unit 103 - Digital Modelling (4 credits) [174]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [175]
Entry Level 3. Unit 7 - Producing Charts Using ICT (3 credits) [176]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [177]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [178]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [179]		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]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [184]
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 credits) [187]		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [188]
Entry Level 3. Unit 20 - Introduction to Using mobile IT devices (2 credits) [189]		Level 2, Unit 83 - Digital Design and Graphics (3 credits) [190]
Entry Level 3. Unit 23 - Multimedia		Level 2, Unit 84 - Digital Modelling and Data

Software (2 credits) [191]

Entry Level 3.
Unit 25 Developing
Computer Games
and Puzzles (3
credits) [193]

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]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [147] Management (3 credits) [192]

Level 2, Unit 85 -Virtual Reality and the Development Life Cycle (4 credits) [194]

Source URL: https://theingots.org/community/SIL1U4

Links

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- [2] https://theingots.org/community/handbook2
- [3] https://theingots.org/community/QCF levels
- [4] https://theingots.org/community/SIL1U4X
- [5] http://nationalstrategies.standards.dcsf.gov.uk/focuses/959/861/110166
- [6] http://curriculum.gcda.gov.uk/key-stages-3-and-4/skills/plts/planning-for-plts/index.aspx
- [7] https://theingots.org/community/sil1u4x#1.1
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