
Schools ITQ Level 1 - Unit 9 - DPS (Silver Unit 9)

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Level 1, Unit 9 - Drawing and planning (2 credits)

1. Input, organise and combine information for drawings or plans

[1.1 I can identify what types of 2D shapes and other elements will be needed.](#) [7]

[1.2 I can identify which template or blank document to use.](#) [9]

[1.3 I can select the appropriate shapes, from those available, to meet needs.](#) [11]

[1.4 I can input the relevant shapes and other elements into existing templates or blank documents so that they are ready for editing and formatting.](#) [13]

[1.5 I can identify what copyright constraints apply to the use of shapes or other elements.](#) [15]

[1.6 I can combine information of different types or from different sources for drawings and plans.](#) [17]

2. Use tools and techniques to edit, manipulate, format and present drawings or plans

[2.1 I can identify what drafting guides to use so that the shapes and other elements are appropriately prepared.](#) [8]

[2.2 I can use appropriate software tools to manipulate and edit shapes and other elements.](#) [10]

[2.3 I can select and use appropriate software tools to format shapes and other elements.](#) [12]

[2.4 I can check drawings and plans meet needs, using IT tools and making corrections as necessary.](#) [14]

[2.5 I can use appropriate presentation methods and accepted page layouts.](#) [16]

[1.7 I can store and retrieve drawing files effectively, in line with local guidelines and conventions where available.](#) [18]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [20]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [21]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [22]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [23]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [24]	Level 1, Unit 2 - Web site Software (3 credits) [25]	Level 2, Unit 2 - Web site Software (4 credits) [26]	Level 3, Unit 2 - Website Software (5 credits) [27]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [28]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [29]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [30]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [31]
Entry Level 2, Unit 3 - Online Basics (2 credits) [32]	Level 1, Unit 4 - IT Security for Users (1 credit) [33]	Level 2, Unit 4 - IT Security for Users (2 credits) [34]	Level 3, Unit 4 - IT Security for Users (3 credits) [35]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [36]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [37]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [38]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [39]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [40]	Level 1, Unit 6 - Specialist Software (2 credits) [41]	Level 2, Unit 6 - Specialist software (3 credits) [42]	Level 3, Unit 6 - Specialist Software (4 credits) [43]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [44]	Level 1, Unit 7 - Word Processing (3 credits) [45]	Level 2, Unit 7 - Word processing (4 credits) [46]	Level 3, Unit 7 - Word Processing Software (6 credits) [47]
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