

## Schools ITQ Level 2 - Unit 1 - IPU (Gold Unit 1)

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### Level 2, Unit 1 - Improving Productivity Using IT (4 credits)

**1. Plan select and use appropriate IT systems and software to meet needs**

[1.1 I can describe the purpose for using IT.](#) [7]

[1.2 I can describe the methods skills and resources required to complete tasks successfully.](#) [10]

[1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome.](#) [13]

[1.4 I can describe factors that might affect the task.](#) [16]

**2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful**

[2.1 I can review the ongoing use of IT tools and techniques and change the approach as needed.](#) [8]

[2.2 I can describe whether the IT tools selected were appropriate for the task and purpose.](#) [11]

[2.3 I can assess the strengths and weaknesses in my final work.](#) [14]

[2.4 I can describe ways to make further improvements to my work.](#) [17]

**3. Develop and test solutions to improve the ongoing use of IT tools and systems**

[3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.](#) [9]

[3.2 I can describe ways to improve productivity and efficiency.](#) [12]

[3.3 I can develop solutions to improve my own productivity in using IT.](#) [15]

[3.4 I can test solutions to check that they work as intended.](#) [18]

[1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results.](#) [19]

[2.5 I can review outcomes to make sure they match requirements and are fit for purpose.](#) [20]

[1.6 I can describe how the purpose and outcomes have been met by the chosen IT systems and software applications.](#) [21]

[1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity.](#) [22]

## Links to ITQ units

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<a href="#">Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits)</a> [32]	<a href="#">Level 1, Unit 3 - Using Collaborative Technologies (3 credits)</a> [33]	<a href="#">Level 2, Unit 3 - Using Collaborative Technologies (4 credits)</a> [34]	<a href="#">Level 3, Unit 3 - Using Collaborative Technologies (6 credits)</a> [35]
<a href="#">Entry Level 2, Unit 3 - Online Basics (2 credits)</a> [36]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [37]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [38]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [39]
<a href="#">Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits)</a> [40]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [41]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [42]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [43]

<a href="#">Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [44]</a>	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits) [45]</a>	<a href="#">Level 2, Unit 6 - Specialist software (3 credits) [46]</a>	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits) [47]</a>
<a href="#">Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [48]</a>	<a href="#">Level 1, Unit 7 - Word Processing (3 credits) [49]</a>	<a href="#">Level 2, Unit 7 - Word processing (4 credits) [50]</a>	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits) [51]</a>
<a href="#">Entry Level 2, Unit 7 - Imaging software (2 credits) [52]</a>	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits) [53]</a>	<a href="#">Level 2, Unit 8 - Using the internet (4 credits) [54]</a>	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits) [55]</a>
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