

Schools ITQ Level 1 Unit 13 (Silver unit 13)

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- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [4] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [5]

Level 1, Unit 13 - Using Email (2 credits)

1. Use e-mail software tools and techniques to compose and send messages

[1.1 I can use software tools to compose and format e-mail messages](#) [6]

[1.2 I can attach files to e-mail messages](#) [8]

[1.3 I can send e-mail messages](#) [10]

[1.4 I can identify how to stay safe and respect others when using e-mail](#) [12]

[1.5 I can use an address book to store and retrieve contact information](#) [14]

2. Manage incoming email effectively

[2.1 I can follow guidelines and procedures for using e-mail](#) [7]

[2.2 I can identify when and how to respond to email messages](#) [9]

[2.3 I can read and respond to e-mail messages appropriately](#) [11]

[2.4 I can identify what messages to delete and when to do so](#) [13]

[2.5 I can organise and store e-mail messages](#) [15]

[2.6 I can respond appropriately to common e-mail problems](#) [16]

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Level 3

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- [187] <https://theingots.org/community/sil2u80>
- [188] <https://theingots.org/community/siel3u15>
- [189] <https://theingots.org/community/sil2u81>
- [190] <https://theingots.org/community/siel3u16>
- [191] <https://theingots.org/community/sil2u82>
- [192] <https://theingots.org/community/siel3u20>
- [193] <https://theingots.org/community/sil2u83>
- [194] <https://theingots.org/community/siel3u23>
- [195] <https://theingots.org/community/sil2u84>
- [196] <https://theingots.org/community/siel3u25>
- [197] <https://theingots.org/community/sil2u85>
- [198] <https://theingots.org/community/siel3u26>
- [199] <https://theingots.org/community/siel3u28>
- [200] <https://theingots.org/community/siel3u32>