# Schools ITQ - Unit 13 (Gold Unit 13)

BACK TO SCHOOLS ITQ **[1]**

Handbook home page **[2]**

- Click below for more general guidance on this unit.
- **Link to assessor's guide to interpreting the criteria** [3]
- 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]

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## Level 2, Unit 13 - Using Email (3 credits)

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

1.1 I can select and use software tools to compose and format e-mail messages, including attachments [6]

1.2 I can determine the message size and how it can be reduced [8]

1.3 I can send e-mail messages to individuals and groups [10]

1.4 I can describe how to stay safe and respect others when using e-mail [12]

1.5 I can use an address book to organise 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 read and respond to e-mail messages appropriately [9]

2.3 I can use e-mail software tools and techniques to automate responses [11]

2.4 I can describe how to archive e-mail messages, including attachments [13]

2.5 I can organise, store and archive e-mail messages effectively [15]

2.6 I can respond appropriately to e-mail problems [16]

## Links to ITQ units

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| Entry Level | Level 1 | Level 2 | Level 3 |
|---|---|---|---|
| Entry Level 1, Unit R - Registration [18] | Level 1, Unit R - Registration [19] | Level 2, Unit R - Registration [20] | Level 3, Unit R - Registration [21] |
| 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 1, Unit 2 - Using ICT to Select and Exchange Information (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 1, Unit 3 - Online Basics (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] |
| Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [34] | Level 1, Unit 4 - IT Security for Users (1 credit) [35] | Level 2, Unit 4 - IT Security for Users (2 credits) [36] | Level 3, Unit 4 - IT Security for Users (3 credits) [37] |
| Entry Level 1, Unit 5 - Safe Working Practices (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 1, Unit 6 - Using ICT in the Workplace (2 credits) [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 1, Unit 7 - Imaging software (2 credits) [46] | Level 1, Unit 7 - Word Processing (3 credits) [47] | Level 2, Unit 7 - Word processing (4 credits) [48] | Level 3, Unit 7 - Word Processing Software (6 credits) [49] |
| Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (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 1, Unit 9 - Using Word Processing Software (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 1, Unit 11 - Audio and Video Software (2 credits) [58]

Level 1, Unit 10 - Presentation Software (3 credits) [59]

Level 2, Unit 10 - Presentation software (4 credits) [60]

Level 3, Unit 10 - Presentation Software (6 credits) [61]

Entry Level 1, Unit 12 - Presentation Software (2 credits) [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]

Entry Level 1, Unit 13 - Computer Games Development (2 credits) [66]

Level 1, Unit 12 - Desktop Publishing Software (3 credits) [67]

Level 2, Unit 12 - Desktop Publishing Software (4 credits) [68]

Level 3, Unit 12 - Desktop Publishing Software (5 credits) [69]

Entry Level 1, Unit 14 - Video Communication (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]

Entry Level 1, Unit 29 - Understand social media (2 credits) [74]

Level 1, Unit 14 - Audio Software (2 credits) [75]

Level 2, Unit 14 - Audio Software (3 credits) [76]

Level 3, Unit 14 - Audio Software (4 credits) [77]

Entry Level 2, Unit R - Registration [78]

Level 1, Unit 15 - Imaging Software (3 credits) [79]

Level 2, Unit 15 - Imaging Software (4 credits) [80]

Level 3, Unit 15 - Imaging Software (5 credits) [81]

Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [82]

Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [83]

Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [84]

Level 3, Unit 17 - Video Software (4 credits) [85]

Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [86]

Level 1, Unit 17 - Video Software (2 credits) [87]

Level 2, Unit 17 - Video Software (3 credits) [88]

Level 3, Unit 23 - Multimedia Software (6 credits) [89]

Entry Level 2, Unit 3 - Online Basics (2 credits) [90]

Level 1, Unit 18 - IT Software Fundamentals (3 credits) [91]

Level 2, Unit 18 - IT Software Fundamentals (3 credits) [92]

Level 3, Unit 24 - Additive Manufacture (6 credits) [93]

Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [94]

Level 1, Unit 19 - IT User Fundamentals (3 credits) [95]

Level 2, Unit 19 - IT User Fundamentals (3 credits) [96]

Level 3, Unit 27 - Design Software (5 credits) [97]

Entry Level 2,

Level 1, Unit 20 -

Level 2, Unit 20 -

Level 3, Unit 28 -

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Unit 5 - Using ICT: Safe Working Practices (1 credit) [98]

Using Mobile IT Devices (2 credits) [99]

Using Mobile IT Devices (2 credits) [100]

Optimise IT System Performance (5 credits) [101]

Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [102]

Level 1, Unit 21 - Data Management Software (2 credits) [103]

Level 2, Unit 21 - Data Management Software (3 credits) [104]

Level 3, Unit 29 - Set Up an IT System (5 credits) [105]

Entry Level 2, Unit 7 - Imaging software (2 credits) [106]

Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [107]

Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [108]

Level 3, Unit 30 - Computer Aided Design (6 credits) [109]

Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [110]

Level 1, Unit 23 - Multimedia Software (3 credits) [111]

Level 2, Unit 23 - Multimedia Software (4 credits) [112]

Level 3, Unit 32 - Computerised Accounting Software (5 credits) [113]

Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [114]

Level 1, Unit 24 - Additive Manufacture (3 credits) [115]

Level 2, Unit 24 - Additive Manufacture (3 credits) [116]

Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [117]

Entry Level 2, Unit 10 - ICT for Employment (1 credit) [118]

Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [119]

Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [120]

Level 3, Unit 37 - Internet of Things (6 credits) [121]

Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [122]

Level 1, Unit 26 - Computer Games Development (3 credits) [123]

Level 2, Unit 26 - Computer Games Development (4 credits) [124]

Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [125]

Entry Level 2, Unit 12 - Presentation Software (2 credits) [126]

Level 1, Unit 27 - Design Software (3 credits) [127]

Level 2, Unit 27 - Design Software (4 credits) [128]

Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [129]

Entry Level 2, Unit 14 - Video Communication (2 credits) [130]

Level 1, Unit 28 - Optimise IT System Performance (2 credits) [131]

Level 2, Unit 28 - Optimise IT System Performance (4 credits) [132]

Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [133]

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| Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits) [134] | Level 1, Unit 29 - Set Up an IT System (3 credits) [135] | Level 2, Unit 29 - Set Up an IT System (4 credits) [136] | Level 3, Unit 44 - Bespoke Software (4 credits) [137] |
| Entry Level 2, Unit 26 - Computer Games Development (2 credits) [138] | Level 1, Unit 30 - CAD (3 credits) [139] | Level 2, Unit 30 - CAD (3 credits) [140] | Level 3, Unit 57 - Networking Fundamentals (5 credits) [141] |
| Entry Level 2, Unit 29 - Understand social media (2 credits) [142] | Level 1, Unit 31 - Internet Safety for IT users (3 credits) [143] | Level 2, Unit 32 - Computerised Accounting Software (3 credits) [144] | Level 3, Unit 60 - Cisco CCNA 1 – Introduction to Networks (6 credits) [145] |
| Entry Level 2, Unit 32 - Website Software (2 credits) [146] | Level 1, Unit 32 - Computerised Accounting Software (2 credits) [147] | Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [148] | Level 3, Unit 61 - Cisco CCNA 2 – Routing and Switching (6 credits) [149] |
| Entry Level 2, Unit 36 - Specialist Software (2 credits) [150] | Level 1, Unit 36 - Financial Modelling (3 credits) [151] | Level 2, Unit 34 - Developing skills for project management (4 credits) [152] | Level 3, Unit 62 - Cisco CCNA 3 – Scaling Networks (6 credits) [153] |
| Entry Level 3, Unit R - Registration [154] | Level 1, Unit 38 - Animation Software (3 credits) [155] | Level 2, Unit 35 - Using Project Management Software (4 credits) [156] | Level 3, Unit 63 - Cisco CCNA 4 – Connecting Networks (6 credits) [157] |
| Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [158] | Level 1, Unit 39 - Digital Art (3 credits) [159] | Level 2, Unit 38 - Animation Software (4 credits) [160] | Level 3, Unit 64 - Cisco – CCNA Security (6 credits) [161] |
| Entry Level 3, Unit 2 - Online Basics (1 credit) [162] | Level 1, Unit 43 - E-safety for learners (2 credits) [163] | Level 2, Unit 39 - Digital Art (4 credits) [164] | Level 3, Unit 65 - Cisco – CyberSecurity Essentials (6 credits) [165] |
| Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [166] | Level 1, Unit 50 - Developing skills for remote working (3 credits) [167] | Level 2, Unit 43 - E-safety for learners (3 credits) [168] | Level 3, Unit 66 - Cisco – IT Essentials (6 credits) [169] |
| Entry Level 3, Unit 4 - Displaying | Level 1, Unit 51 - Effectiveness | Level 2, Unit 50 - Developing skills | Level 3, Unit 67 - Cisco – |

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Information Using ICT (3 credits) [170]

communication using remote systems (4 credits) [171]

for remote working (3 credits) [172]

Networking Essentials (6 credits) [173]

Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [174]

Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [175]

Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [176]

Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [177]

Level 1, Unit 103 - Digital Modelling (4 credits) [178]

DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [179]

Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [180]

Level 1, Unit 105 - Digital Design and Graphics (4 credits) [181]

DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [182]

Entry Level 3, Unit 8 - IT Security for users (1 credit) [183]

DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [184]

Entry Level 3, Unit 10 - Presentation software (2 credits) [185]

DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [186]

Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [187]

Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [188]

Entry Level 3, Unit 15 - Imaging Software (2 credits) [189]

Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [190]

Entry Level 3, Unit 16 - Using Collaborative Technologies (3

Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [192]

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credits) [191]

Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [193]

Entry Level 3, Unit 23 - Multimedia Software (2 credits) [195]

Entry Level 3, Unit 25 - Developing Computer Games and Puzzles (3 credits) [197]

Entry Level 3, Unit 26 - Computer Games Development (3 credits) [199]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [200]

Entry Level 3, Unit 32 - Website Software (2 credits) [201]

Entry Level 3, Unit 36 - Specialist Software (2 credits) [150]

Level 2, Unit 83 - Digital Design and Graphics (3 credits) [194]

Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [196]

Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [198]

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**Links**
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[4] http://nationalstrategies.standards.dcsf.gov.uk/focuses/959/861/110166
[5] http://curriculum.qcda.gov.uk/key-stages-3-and-4/skills/plts/planning-for-plts/index.aspx
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[131] https://theingots.org/community/sil1u28
[132] https://theingots.org/community/sil2u28
[133] https://theingots.org/community/sil3u42
[134] https://theingots.org/community/siel2u16
[135] https://theingots.org/community/sil1u29
[136] https://theingots.org/community/sil2u29
[137] https://theingots.org/community/sil3u44
[138] https://theingots.org/community/siel2u26
[139] https://theingots.org/community/sil1u30
[140] https://theingots.org/community/sil2u30
[141] https://theingots.org/community/sil3u57
[142] https://theingots.org/community/siel2u29
[143] https://theingots.org/community/sil1u31
[144] https://theingots.org/community/sil2u32
[145] https://theingots.org/community/sil3u60
[146] https://theingots.org/community/siel2u32
[147] https://theingots.org/community/sil1u32
[148] https://theingots.org/community/sil2u33
[149] https://theingots.org/community/sil3u61
[150] https://theingots.org/community/siel3u36
[151] https://theingots.org/community/sil1u36
[152] https://theingots.org/community/sil2u34
[153] https://theingots.org/community/sil3u62
[154] https://theingots.org/community/siel3u0reg
[155] https://theingots.org/community/sil1u38
[156] https://theingots.org/community/sil2u35
[157] https://theingots.org/community/sil3u63
[158] https://theingots.org/community/siel3u1
[159] https://theingots.org/community/sil1u39
[160] https://theingots.org/community/sil2u38
[161] https://theingots.org/community/sil3u64
[162] https://theingots.org/community/siel3u2
[163] https://theingots.org/community/sil1u43
[164] https://theingots.org/community/sil2u39
[165] https://theingots.org/community/sil3u65
[166] https://theingots.org/community/siel3u3
[167] https://theingots.org/community/sil1u50
[168] https://theingots.org/community/sil2u43
[169] https://theingots.org/community/sil3u66
[170] https://theingots.org/community/siel3u_noprogression_1169
[171] https://theingots.org/community/sil1u51
[172] https://theingots.org/community/sil2u50
[173] https://theingots.org/community/sil3u67
[174] https://theingots.org/community/siel3u5
[175] https://theingots.org/community/sil1u102
[176] https://theingots.org/community/sil2u51
[177] https://theingots.org/community/siel3u6
[178] https://theingots.org/community/sil1u103
[179] https://theingots.org/community/sil2u70
[180] https://theingots.org/community/siel3u7

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

[181] https://theingots.org/community/sil1u105
[182] https://theingots.org/community/sil2u71
[183] https://theingots.org/community/siel3u4
[184] https://theingots.org/community/sil2u72
[185] https://theingots.org/community/siel3u10
[186] https://theingots.org/community/sil2u73
[187] https://theingots.org/community/siel3u14
[188] https://theingots.org/community/sil2u80
[189] https://theingots.org/community/siel3u15
[190] https://theingots.org/community/sil2u81
[191] https://theingots.org/community/siel3u16
[192] https://theingots.org/community/sil2u82
[193] https://theingots.org/community/siel3u20
[194] https://theingots.org/community/sil2u83
[195] https://theingots.org/community/siel3u23
[196] https://theingots.org/community/sil2u84
[197] https://theingots.org/community/siel3u25
[198] https://theingots.org/community/sil2u85
[199] https://theingots.org/community/siel3u26
[200] https://theingots.org/community/siel3u28
[201] https://theingots.org/community/siel3u32

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');