
Schools ITQ - Unit 13 (Gold Unit 13)

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- 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]

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]

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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]
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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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- [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>