

Schools ITQ - Unit 16 IT Communication Fundamentals (Gold Unit 16)

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

1. Select and use a variety of sources of information to meet needs

[1.1 Select and use appropriate sources of IT-based and other forms of information which match requirements](#) [6]

[1.2 Describe different features of information](#) [9]

[1.3 Recognise copyright and other constraints on the use of information](#) [12]

2. Access, search for, select and use Internet-based information and evaluate its fitness for purpose

[2.1 Access, navigate and search Internet sources of information purposefully and effectively](#) [7]

[2.2 Use appropriate search techniques to locate relevant information](#) [10]

[2.3 Use discrimination to select information that matches requirements and is fit for purpose](#) [13]

[2.4 Evaluate information to make sure it matches requirements and is fit](#)

3. Select and use IT to communicate and exchange information safely, responsibly and effectively

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[3.2 Use IT tools to manage an address book and schedule activities](#) [11]

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[3.4 Describe how to respond to common IT-based communication](#)

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[166] <https://theingots.org/community/sil3u66>
[167] <https://theingots.org/community/siel3u3>

[168] <https://theingots.org/community/sil1u50>
[169] <https://theingots.org/community/sil2u43>
[170] <https://theingots.org/community/sil3u67>
[171] https://theingots.org/community/siel3u_noprogression_1169
[172] <https://theingots.org/community/sil1u51>
[173] <https://theingots.org/community/sil2u50>
[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>
[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>