

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

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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.
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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

[3.1 Create, access, read and respond appropriately to e-mail and other IT-based communication, including attachments, and adapt style to suit purpose](#) [8]

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

[3.3 Manage storage of IT-based communications](#) [14]

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

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- [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>
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- [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>