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

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 16 - IT Communication Fundamentals (2 credits)

| 1. Select and use a variety of sources of information to meet needs | 2. Access, search for, select and use Internet-based information and evaluate its fitness for purpose | 3. Select and use IT to communicate and exchange information safely, responsibly and effectively |
|---|---|---|
| 1.1 Select and use appropriate sources of IT-based and other forms of information which match requirements [6] | 2.1 Access, navigate and search Internet sources of information purposefully and effectively [7] | 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] |
| 1.2 Describe different features of information [9] | 2.2 Use appropriate search techniques to locate relevant information [10] | 3.2 Use IT tools to manage an address book and schedule activities [11] |
| 1.3 Recognise copyright and other constraints on the use of information [12] | 2.3 Use discrimination to select information that matches requirements and is fit for purpose [13] | 3.3 Manage storage of IT-based communications [14] |
| | 2.4 Evaluate information to make sure it matches requirements and is fit | 3.4 Describe how to respond to common IT-based communication |

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for purpose [15]

problems [16]

3.5 Respond appropriately to common IT-based communication problems [17]

# Links to ITQ units

| Entry Level | Level 1 | Level 2 | Level 3 |
|---|---|---|---|
| Entry Level 1, Unit R - Registration [19] | Level 1, Unit R - Registration [20] | Level 2, Unit R - Registration [21] | Level 3, Unit R - Registration [22] |
| Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [23] | Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [24] | Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [25] | Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [26] |
| Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [27] | Level 1, Unit 2 - Website Software (3 credits) [28] | Level 2, Unit 2 - Website Software (4 credits) [29] | Level 3, Unit 2 - Website Software (5 credits) [30] |
| Entry Level 1, Unit 3 - Online Basics (2 credits) [31] | Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [32] | Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [33] | Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [34] |
| Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [35] | Level 1, Unit 4 - IT Security for Users (1 credit) [36] | Level 2, Unit 4 - IT Security for Users (2 credits) [37] | Level 3, Unit 4 - IT Security for Users (3 credits) [38] |
| Entry Level 1, Unit 5 - Safe Working Practices (2 credits) [39] | Level 1, Unit 5 - Spreadsheet Software (3 credits) [40] | Level 2, Unit 5 - Spreadsheet Software (4 credits) [41] | Level 3, Unit 5 - Spreadsheet Software (6 credits) [42] |
| Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits) [43] | Level 1, Unit 6 - Specialist Software (2 credits) [44] | Level 2, Unit 6 - Specialist software (3 credits) [45] | Level 3, Unit 6 - Specialist Software (4 credits) [46] |
| Entry Level 1, Unit 7 - Imaging software (2 | Level 1, Unit 7 - Word Processing (3 credits) [48] | Level 2, Unit 7 - Word processing (4 credits) [49] | Level 3, Unit 7 - Word Processing Software (6 |

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credits) [47]

credits) [50]

Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [51]

Level 1, Unit 8 - Using the Internet (3 credits) [52]

Level 2, Unit 8 - Using the internet (4 credits) [53]

Level 3, Unit 8 - Using the Internet (5 credits) [54]

Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [55]

Level 1, Unit 9 - Drawing and planning (2 credits) [56]

Level 2, Unit 9 - Drawing and planning (3 credits) [57]

Level 3, Unit 9 - Drawing and Planning Software (4 credits) [58]

Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [59]

Level 1, Unit 10 - Presentation Software (3 credits) [60]

Level 2, Unit 10 - Presentation software (4 credits) [61]

Level 3, Unit 10 - Presentation Software (6 credits) [62]

Entry Level 1, Unit 12 - Presentation Software (2 credits) [63]

Level 1, Unit 11 - Database Software (3 credits) [64]

Level 2, Unit 11 - Database software (4 credits) [65]

Level 3, Unit 11 - Database Software (6 credits) [66]

Entry Level 1, Unit 13 - Computer Games Development (2 credits) [67]

Level 1, Unit 12 - Desktop Publishing Software (3 credits) [68]

Level 2, Unit 12 - Desktop Publishing Software (4 credits) [69]

Level 3, Unit 12 - Desktop Publishing Software (5 credits) [70]

Entry Level 1, Unit 14 - Video Communication (2 credits) [71]

Level 1, Unit 13 - Using Email (2 credits) [72]

Level 2, Unit 13 - Using Email (3 credits) [73]

Level 3, Unit 13 - Using Email (3 credits) [74]

Entry Level 1, Unit 29 - Understand social media (2 credits) [75]

Level 1, Unit 14 - Audio Software (2 credits) [76]

Level 2, Unit 14 - Audio Software (3 credits) [77]

Level 3, Unit 14 - Audio Software (4 credits) [78]

Entry Level 2, Unit R - Registration [79]

Level 1, Unit 15 - Imaging Software (3 credits) [80]

Level 2, Unit 15 - Imaging Software (4 credits) [81]

Level 3, Unit 15 - Imaging Software (5 credits) [82]

Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [83]

Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [84]

Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [85]

Level 3, Unit 17 - Video Software (4 credits) [86]

Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2

Level 1, Unit 17 - Video Software (2 credits) [88]

Level 2, Unit 17 - Video Software (3 credits) [89]

Level 3, Unit 23 - Multimedia Software (6 credits) [90]

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credits) [87]

Entry Level 2, Unit 3 - Online Basics (2 credits) [91]

Level 1, Unit 18 - IT Software Fundamentals (3 credits) [92]

Level 2, Unit 18 - IT Software Fundamentals (3 credits) [93]

Level 3, Unit 24 - Additive Manufacture (6 credits) [94]

Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [95]

Level 1, Unit 19 - IT User Fundamentals (3 credits) [96]

Level 2, Unit 19 - IT User Fundamentals (3 credits) [97]

Level 3, Unit 27 - Design Software (5 credits) [98]

Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [99]

Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [100]

Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [101]

Level 3, Unit 28 - Optimise IT System Performance (5 credits) [102]

Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [103]

Level 1, Unit 21 - Data Management Software (2 credits) [104]

Level 2, Unit 21 - Data Management Software (3 credits) [105]

Level 3, Unit 29 - Set Up an IT System (5 credits) [106]

Entry Level 2, Unit 7 - Imaging software (2 credits) [107]

Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [108]

Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [109]

Level 3, Unit 30 - Computer Aided Design (6 credits) [110]

Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [111]

Level 1, Unit 23 - Multimedia Software (3 credits) [112]

Level 2, Unit 23 - Multimedia Software (4 credits) [113]

Level 3, Unit 32 - Computerised Accounting Software (5 credits) [114]

Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [115]

Level 1, Unit 24 - Additive Manufacture (3 credits) [116]

Level 2, Unit 24 - Additive Manufacture (3 credits) [117]

Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [118]

Entry Level 2, Unit 10 - ICT for Employment (1 credit) [119]

Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [120]

Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [121]

Level 3, Unit 37 - Internet of Things (6 credits) [122]

Entry Level 2, Unit 11 - Audio and Video Software (2

Level 1, Unit 26 - Computer Games Development (3 credits) [124]

Level 2, Unit 26 - Computer Games Development (4 credits) [125]

Level 3, Unit 40 - Cloud Based Services and Applications (5

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credits) [123]

credits) [126]

Entry Level 2, Unit 12 - Presentation Software (2 credits) [127]

Level 1, Unit 27 - Design Software (3 credits) [128]

Level 2, Unit 27 - Design Software (4 credits) [129]

Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [130]

Entry Level 2, Unit 14 - Video Communication (2 credits) [131]

Level 1, Unit 28 - Optimise IT System Performance (2 credits) [132]

Level 2, Unit 28 - Optimise IT System Performance (4 credits) [133]

Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [134]

Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits) [135]

Level 1, Unit 29 - Set Up an IT System (3 credits) [136]

Level 2, Unit 29 - Set Up an IT System (4 credits) [137]

Level 3, Unit 44 - Bespoke Software (4 credits) [138]

Entry Level 2, Unit 26 - Computer Games Development (2 credits) [139]

Level 1, Unit 30 - CAD (3 credits) [140]

Level 2, Unit 30 - CAD (3 credits) [141]

Level 3, Unit 57 - Networking Fundamentals (5 credits) [142]

Entry Level 2, Unit 29 - Understand social media (2 credits) [143]

Level 1, Unit 31 - Internet Safety for IT users (3 credits) [144]

Level 2, Unit 32 - Computerised Accounting Software (3 credits) [145]

Level 3, Unit 60 - Cisco CCNA 1 – Introduction to Networks (6 credits) [146]

Entry Level 2, Unit 32 - Website Software (2 credits) [147]

Level 1, Unit 32 - Computerised Accounting Software (2 credits) [148]

Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [149]

Level 3, Unit 61 - Cisco CCNA 2 – Routing and Switching (6 credits) [150]

Entry Level 2, Unit 36 - Specialist Software (2 credits) [151]

Level 1, Unit 36 - Financial Modelling (3 credits) [152]

Level 2, Unit 34 - Developing skills for project management (4 credits) [153]

Level 3, Unit 62 - Cisco CCNA 3 – Scaling Networks (6 credits) [154]

Entry Level 3, Unit R - Registration [155]

Level 1, Unit 38 - Animation Software (3 credits) [156]

Level 2, Unit 35 - Using Project Management Software (4 credits) [157]

Level 3, Unit 63 - Cisco CCNA 4 – Connecting Networks (6 credits) [158]

Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [159]

Level 1, Unit 39 - Digital Art (3 credits) [160]

Level 2, Unit 38 - Animation Software (4 credits) [161]

Level 3, Unit 64 - Cisco – CCNA Security (6 credits) [162]

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Entry Level 3, Unit 2 - Online Basics (1 credit) [163]

Level 1, Unit 43 - E-safety for learners (2 credits) [164]

Level 2, Unit 39 - Digital Art (4 credits) [165]

Level 3, Unit 65 - Cisco – CyberSecurity Essentials (6 credits) [166]

Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [167]

Level 1, Unit 50 - Developing skills for remote working (3 credits) [168]

Level 2, Unit 43 - E-safety for learners (3 credits) [169]

Level 3, Unit 66 - Cisco – IT Essentials (6 credits) [170]

Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [171]

Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [172]

Level 2, Unit 50 - Developing skills for remote working (3 credits) [173]

Level 3, Unit 67 - Cisco – Networking Essentials (6 credits) [174]

Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [175]

Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [176]

Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [177]

Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [178]

Level 1, Unit 103 - Digital Modelling (4 credits) [179]

DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [180]

Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [181]

Level 1, Unit 105 - Digital Design and Graphics (4 credits) [182]

DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [183]

Entry Level 3, Unit 8 - IT Security for users (1 credit) [184]

DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [185]

Entry Level 3, Unit 10 - Presentation software (2 credits) [186]

DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [187]

Entry Level 3, Unit 14 - Audio and Video

Level 2, Unit 80 - Digital Tools and Best Practice for

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Software (2 credits) [188]

Project Management (5 credits) [189]

Entry Level 3, Unit 15 - Imaging Software (2 credits) [190]

Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [191]

Entry Level 3, Unit 16 - Using Collaborative Technologies (3 credits) [192]

Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [193]

Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [194]

Level 2, Unit 83 - Digital Design and Graphics (3 credits) [195]

Entry Level 3, Unit 23 - Multimedia Software (2 credits) [196]

Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [197]

Entry Level 3, Unit 25 - Developing Computer Games and Puzzles (3 credits) [198]

Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [199]

Entry Level 3, Unit 26 - Computer Games Development (3 credits) [200]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [201]

Entry Level 3, Unit 32 - Website Software (2 credits) [202]

Entry Level 3, Unit 36 - Specialist Software (2

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[127] https://theingots.org/community/siel2u12
[128] https://theingots.org/community/sil1u27
[129] https://theingots.org/community/sil2u27
[130] https://theingots.org/community/sil3u41
[131] https://theingots.org/community/siel2u14
[132] https://theingots.org/community/sil1u28
[133] https://theingots.org/community/sil2u28
[134] https://theingots.org/community/sil3u42
[135] https://theingots.org/community/siel2u16
[136] https://theingots.org/community/sil1u29
[137] https://theingots.org/community/sil2u29
[138] https://theingots.org/community/sil3u44
[139] https://theingots.org/community/siel2u26
[140] https://theingots.org/community/sil1u30
[141] https://theingots.org/community/sil2u30
[142] https://theingots.org/community/sil3u57
[143] https://theingots.org/community/siel2u29
[144] https://theingots.org/community/sil1u31
[145] https://theingots.org/community/sil2u32
[146] https://theingots.org/community/sil3u60
[147] https://theingots.org/community/siel2u32
[148] https://theingots.org/community/sil1u32
[149] https://theingots.org/community/sil2u33
[150] https://theingots.org/community/sil3u61
[151] https://theingots.org/community/siel3u36
[152] https://theingots.org/community/sil1u36
[153] https://theingots.org/community/sil2u34
[154] https://theingots.org/community/sil3u62
[155] https://theingots.org/community/siel3u0reg
[156] https://theingots.org/community/sil1u38
[157] https://theingots.org/community/sil2u35
[158] https://theingots.org/community/sil3u63
[159] https://theingots.org/community/siel3u1
[160] https://theingots.org/community/sil1u39
[161] https://theingots.org/community/sil2u38
[162] https://theingots.org/community/sil3u64
[163] https://theingots.org/community/siel3u2
[164] https://theingots.org/community/sil1u43
[165] https://theingots.org/community/sil2u39

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[166] https://theingots.org/community/sil3u65
[167] https://theingots.org/community/siel3u3
[168] https://theingots.org/community/sil1u50
[169] https://theingots.org/community/sil2u43
[170] https://theingots.org/community/sil3u66
[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/sil3u67
[175] https://theingots.org/community/siel3u5
[176] https://theingots.org/community/sil1u102
[177] https://theingots.org/community/sil2u51
[178] https://theingots.org/community/siel3u6
[179] https://theingots.org/community/sil1u103
[180] https://theingots.org/community/sil2u70
[181] https://theingots.org/community/siel3u7
[182] https://theingots.org/community/sil1u105
[183] https://theingots.org/community/sil2u71
[184] https://theingots.org/community/siel3u4
[185] https://theingots.org/community/sil2u72
[186] https://theingots.org/community/siel3u10
[187] https://theingots.org/community/sil2u73
[188] https://theingots.org/community/siel3u14
[189] https://theingots.org/community/sil2u80
[190] https://theingots.org/community/siel3u15
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[195] https://theingots.org/community/sil2u83
[196] https://theingots.org/community/siel3u23
[197] https://theingots.org/community/sil2u84
[198] https://theingots.org/community/siel3u25
[199] https://theingots.org/community/sil2u85
[200] https://theingots.org/community/siel3u26
[201] https://theingots.org/community/siel3u28
[202] https://theingots.org/community/siel3u32

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