Schools ITQ Level 3 - Unit 13 - Using E-mail (Platinum Unit 13)

BACK TO SCHOOLS ITQ **[1]**

Handbook home page **[2]**

- General guidance for interpreting QCF qualification levels [3]
- **Link to assessor's guide to interpreting the criteria for this unit** [4]
- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies APP criteria [5].
- References to personal learning and thinking skills (PLTS) [6]
  .

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

1. 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 [7]

1.2 I can explain methods to improve message transmission [9]

1.3 I can send e-mail messages to individuals and groups [11]

1.4 I can explain why and how to stay safe and respect others when using e-mail [13]

1.5 I can use an address book to manage contact information [15]

2. 2. Manage use of e-mail software effectively

2.1 I can develop and communicate guidelines and procedures for using e-mail effectively [8]

2.2 I can read and respond appropriately to e-mail messages and attachments [10]

2.3 I can use email software tools and techniques to automate responses [12]

2.4 I can explain why, how and when to archive messages [14]

2.5 I can organise, store and archive e-mail messages effectively [16]

2.6 I can customise e-mail software to make it easier to use [17]

2.7 I can explain how to minimise e-mail problems [18]

2.8 I can respond appropriately to email problems [19]

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Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit R - Registration [21]	Level 1, Unit R - Registration [22]	Level 2, Unit R - Registration [23]	Level 3, Unit R - Registration [24]
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [25]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [26]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [27]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [28]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [29]	Level 1, Unit 2 - Website Software (3 credits) [30]	Level 2, Unit 2 - Website Software (4 credits) [31]	Level 3, Unit 2 - Website Software (5 credits) [32]
Entry Level 1, Unit 3 - Online Basics (2 credits) [33]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [34]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [35]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [36]
Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [37]	Level 1, Unit 4 - IT Security for Users (1 credit) [38]	Level 2, Unit 4 - IT Security for Users (2 credits) [39]	Level 3, Unit 4 - IT Security for Users (3 credits) [40]
Entry Level 1, Unit 5 - Safe Working Practices (2 credits) [41]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [42]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [43]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [44]
Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits) [45]	Level 1, Unit 6 - Specialist Software (2 credits) [46]	Level 2, Unit 6 - Specialist software (3 credits) [47]	Level 3, Unit 6 - Specialist Software (4 credits) [48]
Entry Level 1, Unit 7 - Imaging software (2 credits) [49]	Level 1, Unit 7 - Word Processing (3 credits) [50]	Level 2, Unit 7 - Word processing (4 credits) [51]	Level 3, Unit 7 - Word Processing Software (6 credits) [52]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [53]	Level 1, Unit 8 - Using the Internet (3 credits) [54]	Level 2, Unit 8 - Using the internet (4 credits) [55]	Level 3, Unit 8 - Using the Internet (5 credits) [56]

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Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [57]	Level 1, Unit 9 - Drawing and planning (2 credits) [58]	Level 2, Unit 9 - Drawing and planning (3 credits) [59]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [60]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [61]	Level 1, Unit 10 - Presentation Software (3 credits) [62]	Level 2, Unit 10 - Presentation software (4 credits) [63]	Level 3, Unit 10 - Presentation Software (6 credits) [64]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [65]	Level 1, Unit 11 - Database Software (3 credits) [66]	Level 2, Unit 11 - Database software (4 credits) [67]	Level 3, Unit 11 - Database Software (6 credits) [68]
Entry Level 1, Unit 13 - Computer Games Development (2 credits) [69]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [70]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [71]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [72]
Entry Level 1, Unit 14 - Video Communication (2 credits) [73]	Level 1, Unit 13 - Using Email (2 credits) [74]	Level 2, Unit 13 - Using Email (3 credits) [75]	Level 3, Unit 13 - Using Email (3 credits) [76]
Entry Level 1, Unit 29 - Understand social media (2 credits) [77]	Level 1, Unit 14 - Audio Software (2 credits) [78]	Level 2, Unit 14 - Audio Software (3 credits) [79]	Level 3, Unit 14 - Audio Software (4 credits) [80]
Entry Level 2, Unit R - Registration [81]	Level 1, Unit 15 - Imaging Software (3 credits) [82]	Level 2, Unit 15 - Imaging Software (4 credits) [83]	Level 3, Unit 15 - Imaging Software (5 credits) [84]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [85]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [86]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [87]	Level 3, Unit 17 - Video Software (4 credits) [88]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [89]	Level 1, Unit 17 - Video Software (2 credits) [90]	Level 2, Unit 17 - Video Software (3 credits) [91]	Level 3, Unit 23 - Multimedia Software (6 credits) [92]
Entry Level 2, Unit 3 - Online Basics (2 credits) [93]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [94]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [95]	Level 3, Unit 24 - Additive Manufacture (6 credits) [96]
Entry Level 2,	Level 1, Unit 19 -	Level 2, Unit 19 -	Level 3, Unit 27 -

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Unit 4 -Desktop Publishing Software (2 credits) [97]	IT User Fundamentals (3 credits) [98]	IT User Fundamentals (3 credits) [99]	Design Software (5 credits) [100]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [101]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [102]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [103]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [104]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [105]	Level 1, Unit 21 - Data Management Software (2 credits) [106]	Level 2, Unit 21 - Data Management Software (3 credits) [107]	Level 3, Unit 29 - Set Up an IT System (5 credits) [108]
Entry Level 2, Unit 7 - Imaging software (2 credits) [109]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [110]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [111]	Level 3, Unit 30 - Computer Aided Design (6 credits) [112]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [113]	Level 1, Unit 23 - Multimedia Software (3 credits) [114]	Level 2, Unit 23 - Multimedia Software (4 credits) [115]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [116]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [117]	Level 1, Unit 24 - Additive Manufacture (3 credits) [118]	Level 2, Unit 24 - Additive Manufacture (3 credits) [119]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [120]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [121]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [122]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [123]	Level 3, Unit 37 - Internet of Things (6 credits) [124]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [125]	Level 1, Unit 26 - Computer Games Development (3 credits) [126]	Level 2, Unit 26 - Computer Games Development (4 credits) [127]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [128]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [129]	Level 1, Unit 27 - Design Software (3 credits) [130]	Level 2, Unit 27 - Design Software (4 credits) [131]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [132]

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Entry Level 2, Unit 14 - Video Communication (2 credits) [133]

Level 1, Unit 28 - Optimise IT System Performance (2 credits) [134]

Level 2, Unit 28 - Optimise IT System Performance (4 credits) [135]

Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [136]

Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits) [137]

Level 1, Unit 29 - Set Up an IT System (3 credits) [138]

Level 2, Unit 29 - Set Up an IT System (4 credits) [139]

Level 3, Unit 44 - Bespoke Software (4 credits) [140]

Entry Level 2, Unit 26 - Computer Games Development (2 credits) [141]

Level 1, Unit 30 - CAD (3 credits) [142]

Level 2, Unit 30 - CAD (3 credits) [143]

Level 3, Unit 57 - Networking Fundamentals (5 credits) [144]

Entry Level 2, Unit 29 - Understand social media (2 credits) [145]

Level 1, Unit 31 - Internet Safety for IT users (3 credits) [146]

Level 2, Unit 32 - Computerised Accounting Software (3 credits) [147]

Level 3, Unit 60 - Cisco CCNA 1 – Introduction to Networks (6 credits) [148]

Entry Level 2, Unit 32 - Website Software (2 credits) [149]

Level 1, Unit 32 - Computerised Accounting Software (2 credits) [150]

Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [151]

Level 3, Unit 61 - Cisco CCNA 2 – Routing and Switching (6 credits) [152]

Entry Level 2, Unit 36 - Specialist Software (2 credits) [153]

Level 1, Unit 36 - Financial Modelling (3 credits) [154]

Level 2, Unit 34 - Developing skills for project management (4 credits) [155]

Level 3, Unit 62 - Cisco CCNA 3 – Scaling Networks (6 credits) [156]

Entry Level 3, Unit R - Registration [157]

Level 1, Unit 38 - Animation Software (3 credits) [158]

Level 2, Unit 35 - Using Project Management Software (4 credits) [159]

Level 3, Unit 63 - Cisco CCNA 4 – Connecting Networks (6 credits) [160]

Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [161]

Level 1, Unit 39 - Digital Art (3 credits) [162]

Level 2, Unit 38 - Animation Software (4 credits) [163]

Level 3, Unit 64 - Cisco – CCNA Security (6 credits) [164]

Entry Level 3, Unit 2 - Online Basics (1 credit) [165]

Level 1, Unit 43 - E-safety for learners (2 credits) [166]

Level 2, Unit 39 - Digital Art (4 credits) [167]

Level 3, Unit 65 - Cisco – CyberSecurity Essentials (6 credits) [168]

Entry Level 3, Unit 3 - Desktop

Level 1, Unit 50 - Developing skills

Level 2, Unit 43 - E-safety for

Level 3, Unit 66 - Cisco – IT

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Publishing Software (2 credits) [169]	for remote working (3 credits) [170]	learners (3 credits) [171]	Essentials (6 credits) [172]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [173]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [174]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [175]	Level 3, Unit 67 - Cisco – Networking Essentials (6 credits) [176]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [177]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [178]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [179]	
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [180]	Level 1, Unit 103 - Digital Modelling (4 credits) [181]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [182]	
Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [183]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [184]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [185]	
Entry Level 3, Unit 8 - IT Security for users (1 credit) [186]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [187]	
Entry Level 3, Unit 10 - Presentation software (2 credits) [188]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [189]	
Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [190]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [191]	
Entry Level 3, Unit 15 - Imaging Software (2 credits) [192]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4	

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credits) [193]

Entry Level 3, Unit 16 - Using Collaborative Technologies (3 credits) [194]

Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [196]

Entry Level 3, Unit 23 - Multimedia Software (2 credits) [198]

Entry Level 3, Unit 25 - Developing Computer Games and Puzzles (3 credits) [200]

Entry Level 3, Unit 26 - Computer Games Development (3 credits) [202]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [203]

Entry Level 3, Unit 32 - Website Software (2 credits) [204]

Entry Level 3, Unit 36 - Specialist Software (2 credits) [153]

Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [195]

Level 2, Unit 83 - Digital Design and Graphics (3 credits) [197]

Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [199]

Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [201]

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[133] https://theingots.org/community/siel2u14
[134] https://theingots.org/community/sil1u28
[135] https://theingots.org/community/sil2u28
[136] https://theingots.org/community/sil3u42
[137] https://theingots.org/community/siel2u16
[138] https://theingots.org/community/sil1u29
[139] https://theingots.org/community/sil2u29
[140] https://theingots.org/community/sil3u44
[141] https://theingots.org/community/siel2u26
[142] https://theingots.org/community/sil1u30
[143] https://theingots.org/community/sil2u30
[144] https://theingots.org/community/sil3u57
[145] https://theingots.org/community/siel2u29
[146] https://theingots.org/community/sil1u31
[147] https://theingots.org/community/sil2u32
[148] https://theingots.org/community/sil3u60
[149] https://theingots.org/community/siel2u32
[150] https://theingots.org/community/sil1u32
[151] https://theingots.org/community/sil2u33
[152] https://theingots.org/community/sil3u61
[153] https://theingots.org/community/siel3u36
[154] https://theingots.org/community/sil1u36
[155] https://theingots.org/community/sil2u34
[156] https://theingots.org/community/sil3u62
[157] https://theingots.org/community/siel3u0reg
[158] https://theingots.org/community/sil1u38
[159] https://theingots.org/community/sil2u35
[160] https://theingots.org/community/sil3u63
[161] https://theingots.org/community/siel3u1
[162] https://theingots.org/community/sil1u39
[163] https://theingots.org/community/sil2u38
[164] https://theingots.org/community/sil3u64
[165] https://theingots.org/community/siel3u2
[166] https://theingots.org/community/sil1u43
[167] https://theingots.org/community/sil2u39
[168] https://theingots.org/community/sil3u65
[169] https://theingots.org/community/siel3u3
[170] https://theingots.org/community/sil1u50
[171] https://theingots.org/community/sil2u43
[172] https://theingots.org/community/sil3u66
[173] https://theingots.org/community/siel3u_noprogression_1169
[174] https://theingots.org/community/sil1u51

(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');

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[175] https://theingots.org/community/sil2u50
[176] https://theingots.org/community/sil3u67
[177] https://theingots.org/community/siel3u5
[178] https://theingots.org/community/sil1u102
[179] https://theingots.org/community/sil2u51
[180] https://theingots.org/community/siel3u6
[181] https://theingots.org/community/sil1u103
[182] https://theingots.org/community/sil2u70
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[184] https://theingots.org/community/sil1u105
[185] https://theingots.org/community/sil2u71
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[187] https://theingots.org/community/sil2u72
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[199] https://theingots.org/community/sil2u84
[200] https://theingots.org/community/siel3u25
[201] https://theingots.org/community/sil2u85
[202] https://theingots.org/community/siel3u26
[203] https://theingots.org/community/siel3u28
[204] 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');