

## Schools ITQ Level 1 - Unit 19 - IT User Fundamentals (Silver Unit 19)

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- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [6]

### Level 1, Unit 19 - IT User Fundamentals (3 credits)

#### 1. Use IT systems to meet needs

[1.1 I can use correct procedures to start and shutdown an IT system](#) [7]

[1.2 I can use interface features effectively to interact with IT systems](#) [11]

[1.3 I can adjust system settings to meet individual needs](#) [15]

#### 2. Organise, store and retrieve information efficiently

[2.1 I can work with files and folders so that it is easy to find and retrieve information](#) [8]

[2.2 I can identify what storage media to use](#) [12]

[2.3 I can organise and store information, using general and local conventions where appropriate](#)

#### 3. Follow and understand the need for safety and security practices

[3.1 I can work safely and take steps to minimise physical stress](#) [9]

[3.2 I can recognise the danger of computer viruses, and how to minimise risk](#) [13]

[3.3 I can keep information secure](#) [17]

#### 4. Carry out routine maintenance of IT systems and respond to routine IT system problems

[4.1 I can identify why routine maintenance of hardware is important and when to carry it out](#) [10]

[4.2 I can identify where to get expert advice](#) [14]

[4.3 I can carry out regular routine maintenance of IT systems safely](#) [18]

[16]

[1.4 I can use a communication service to access the Internet](#) [19]

[3.4 I can outline why it is important to stay safe and to respect others when using ICT-based communication](#) [20]

[4.4 I can take appropriate action to handle routine IT problems](#) [21]

[1.5 I can use appropriate terminology when describing IT systems](#) [22]

[3.5 I can follow relevant guidelines and procedures for the safe and secure use of IT](#) [23]

## Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
<a href="#">Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)</a> [25]	<a href="#">Level 1, Unit 1 - Improving Productivity Using IT (3 credits)</a> [26]	<a href="#">Level 2, Unit 1 - Improving Productivity Using IT (4 credits)</a> [27]	<a href="#">Level 3, Unit 1 - Improving Productivity Using IT (5 credits)</a> [28]
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<a href="#">Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits)</a> [33]	<a href="#">Level 1, Unit 3 - Using Collaborative Technologies (3 credits)</a> [34]	<a href="#">Level 2, Unit 3 - Using Collaborative Technologies (4 credits)</a> [35]	<a href="#">Level 3, Unit 3 - Using Collaborative Technologies (6 credits)</a> [36]
<a href="#">Entry Level 2, Unit 3 - Online Basics (2 credits)</a> [37]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [38]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [39]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [40]
<a href="#">Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits)</a> [41]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [42]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [43]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [44]
<a href="#">Entry Level 2, Unit 5 - Using ICT:</a>	<a href="#">Level 1, Unit 6 - Specialist</a>	<a href="#">Level 2, Unit 6 - Specialist</a>	<a href="#">Level 3, Unit 6 - Specialist</a>

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<a href="#">Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [49]</a>	<a href="#">Level 1, Unit 7 - Word Processing (3 credits) [50]</a>	<a href="#">Level 2, Unit 7 - Word processing (4 credits) [51]</a>	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits) [52]</a>
<a href="#">Entry Level 2, Unit 7 - Imaging software (2 credits) [53]</a>	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits) [54]</a>	<a href="#">Level 2, Unit 8 - Using the internet (4 credits) [55]</a>	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits) [56]</a>
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