

## Schools ITQ - Unit 19 IT User Fundamentals (Gold Unit 19)

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- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
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### Level 2, Unit 19 - IT User Fundamentals (3 credits)

#### 1. Use IT systems to meet a variety of needs

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

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

[1.3 I can select and adjust system settings as appropriate to needs](#) [15]

#### 2. Manage information storage and retrieval appropriately

[2.1 I can manage files and folders to enable efficient information retrieval](#) [8]

[2.2 I can identify when and why to use different types of storage media](#) [12]

[2.3 I can organise and store information, using general and local conventions where appropriate](#) [16]

#### 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 describe the danger of computer viruses, and how to minimise risk](#) [13]

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

#### 4. Maintain system and troubleshoot IT system problems

[4.1 I can describe why routine and non-routine maintenance is important and when to carry it out](#) [10]

[4.2 I can carry out regular routine maintenance of IT systems safely](#) [14]

[4.3 I can identify sources of help and how to get expert advice](#) [18]

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

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

[4.4 I can identify IT problems and take appropriate action](#) [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]

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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]
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<a href="#">Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit)</a>	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits)</a> [46]	<a href="#">Level 2, Unit 6 - Specialist software (3 credits)</a> [47]	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits)</a> [48]

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