

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

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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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Entry Level 1, Unit 3 - Online Basics (2 credits) [37]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [38]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [39]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [40]
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Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [57]	Level 1, Unit 8 - Using the Internet (3 credits) [58]	Level 2, Unit 8 - Using the internet (4 credits) [59]	Level 3, Unit 8 - Using the Internet (5 credits) [60]
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- [173] <https://theingots.org/community/siel3u3>
- [174] <https://theingots.org/community/sil1u50>
- [175] <https://theingots.org/community/sil2u43>
- [176] <https://theingots.org/community/sil3u67>
- [177] https://theingots.org/community/siel3u_noprogression_1169
- [178] <https://theingots.org/community/sil1u51>
- [179] <https://theingots.org/community/sil2u50>
- [180] <https://theingots.org/community/siel3u5>
- [181] <https://theingots.org/community/sil1u102>
- [182] <https://theingots.org/community/sil2u51>
- [183] <https://theingots.org/community/siel3u6>
- [184] <https://theingots.org/community/sil1u103>
- [185] <https://theingots.org/community/sil2u70>
- [186] <https://theingots.org/community/siel3u7>
- [187] <https://theingots.org/community/sil1u105>
- [188] <https://theingots.org/community/sil2u71>
- [189] <https://theingots.org/community/siel3u4>
- [190] <https://theingots.org/community/sil2u72>
- [191] <https://theingots.org/community/siel3u10>
- [192] <https://theingots.org/community/sil2u73>
- [193] <https://theingots.org/community/siel3u14>
- [194] <https://theingots.org/community/sil2u80>
- [195] <https://theingots.org/community/siel3u15>
- [196] <https://theingots.org/community/sil2u81>
- [197] <https://theingots.org/community/siel3u16>
- [198] <https://theingots.org/community/sil2u82>
- [199] <https://theingots.org/community/siel3u20>
- [200] <https://theingots.org/community/sil2u83>
- [201] <https://theingots.org/community/siel3u23>
- [202] <https://theingots.org/community/sil2u84>
- [203] <https://theingots.org/community/siel3u25>
- [204] <https://theingots.org/community/sil2u85>
- [205] <https://theingots.org/community/siel3u26>
- [206] <https://theingots.org/community/siel3u28>
- [207] <https://theingots.org/community/siel3u32>