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

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] are relevant from Entry 3 upwards.
- References to personal learning and thinking skills (PLTS) [6]

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

1. Use IT systems to meet a variety of needs	2. Manage information storage and retrieval appropriately	3. Follow and understand the need for safety and security practices	4. Maintain system and troubleshoot IT system problems
1.1 I can use correct procedures to start and shutdown an IT system [7]	2.1 I can manage files and folders to enable efficient information retrieval [8]	3.1 I can work safely and take steps to minimise physical stress [9]	4.1 I can describe why routine and non-routine maintenance is important and when to carry it out [10]
1.2 I can select and use interface features effectively to interact with IT systems [11]	2.2 I can identify when and why to use different types of storage media [12]	3.2 I can describe the danger of computer viruses, and how to minimise risk [13]	4.2 I can carry out regular routine maintenance of IT systems safely [14]
1.3 I can select and adjust system settings as appropriate to needs [15]	2.3 I can organise and store information, using general and local conventions where appropriate [16]	3.3 I can keep information secure [17]	4.3 I can identify sources of help and how to get expert advice [18]

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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]	

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit R - Registration [25]	Level 1, Unit R - Registration [26]	Level 2, Unit R - Registration [27]	Level 3, Unit R - Registration [28]
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [29]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [30]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [31]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [32]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [33]	Level 1, Unit 2 - Website Software (3 credits) [34]	Level 2, Unit 2 - Website Software (4 credits) [35]	Level 3, Unit 2 - Website Software (5 credits) [36]
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]
Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [41]	Level 1, Unit 4 - IT Security for Users (1 credit) [42]	Level 2, Unit 4 - IT Security for Users (2 credits) [43]	Level 3, Unit 4 - IT Security for Users (3 credits) [44]
Entry Level 1, Unit 5 - Safe Working Practices (2 credits) [45]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [46]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [47]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [48]

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Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits) [49]	Level 1, Unit 6 - Specialist Software (2 credits) [50]	Level 2, Unit 6 - Specialist software (3 credits) [51]	Level 3, Unit 6 - Specialist Software (4 credits) [52]
Entry Level 1, Unit 7 - Imaging software (2 credits) [53]	Level 1, Unit 7 - Word Processing (3 credits) [54]	Level 2, Unit 7 - Word processing (4 credits) [55]	Level 3, Unit 7 - Word Processing Software (6 credits) [56]
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]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [61]	Level 1, Unit 9 - Drawing and planning (2 credits) [62]	Level 2, Unit 9 - Drawing and planning (3 credits) [63]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [64]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [65]	Level 1, Unit 10 - Presentation Software (3 credits) [66]	Level 2, Unit 10 - Presentation software (4 credits) [67]	Level 3, Unit 10 - Presentation Software (6 credits) [68]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [69]	Level 1, Unit 11 - Database Software (3 credits) [70]	Level 2, Unit 11 - Database software (4 credits) [71]	Level 3, Unit 11 - Database Software (6 credits) [72]
Entry Level 1, Unit 13 - Computer Games Development (2 credits) [73]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [74]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [75]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [76]
Entry Level 1, Unit 14 - Video Communication (2 credits) [77]	Level 1, Unit 13 - Using Email (2 credits) [78]	Level 2, Unit 13 - Using Email (3 credits) [79]	Level 3, Unit 13 - Using Email (3 credits) [80]
Entry Level 1, Unit 29 - Understand social media (2 credits) [81]	Level 1, Unit 14 - Audio Software (2 credits) [82]	Level 2, Unit 14 - Audio Software (3 credits) [83]	Level 3, Unit 14 - Audio Software (4 credits) [84]
Entry Level 2, Unit R - Registration [85]	Level 1, Unit 15 - Imaging Software (3 credits) [86]	Level 2, Unit 15 - Imaging Software (4 credits) [87]	Level 3, Unit 15 - Imaging Software (5 credits) [88]
Entry Level 2, Unit 1 - Improving	Level 1, Unit 16 - IT Communication	Level 2, Unit 16 - IT Communication	Level 3, Unit 17 - Video Software (4

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Productivity Using IT (2 credits) [89]

Fundamentals (2 credits) [90]

Fundamentals (2 credits) [91]

credits) [92]

Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [93]

Level 1, Unit 17 - Video Software (2 credits) [94]

Level 2, Unit 17 - Video Software (3 credits) [95]

Level 3, Unit 23 - Multimedia Software (6 credits) [96]

Entry Level 2, Unit 3 - Online Basics (2 credits) [97]

Level 1, Unit 18 - IT Software Fundamentals (3 credits) [98]

Level 2, Unit 18 - IT Software Fundamentals (3 credits) [99]

Level 3, Unit 24 - Additive Manufacture (6 credits) [100]

Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [101]

Level 1, Unit 19 - IT User Fundamentals (3 credits) [102]

Level 2, Unit 19 - IT User Fundamentals (3 credits) [103]

Level 3, Unit 27 - Design Software (5 credits) [104]

Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [105]

Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [106]

Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [107]

Level 3, Unit 28 - Optimise IT System Performance (5 credits) [108]

Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [109]

Level 1, Unit 21 - Data Management Software (2 credits) [110]

Level 2, Unit 21 - Data Management Software (3 credits) [111]

Level 3, Unit 29 - Set Up an IT System (5 credits) [112]

Entry Level 2, Unit 7 - Imaging software (2 credits) [113]

Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [114]

Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [115]

Level 3, Unit 30 - Computer Aided Design (6 credits) [116]

Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [117]

Level 1, Unit 23 - Multimedia Software (3 credits) [118]

Level 2, Unit 23 - Multimedia Software (4 credits) [119]

Level 3, Unit 32 - Computerised Accounting Software (5 credits) [120]

Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [121]

Level 1, Unit 24 - Additive Manufacture (3 credits) [122]

Level 2, Unit 24 - Additive Manufacture (3 credits) [123]

Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [124]

Entry Level 2, Unit 10 - ICT for

Level 1, Unit 25 - Developing

Level 2, Unit 25 - Developing

Level 3, Unit 37 - Internet of Things

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Employment (1 credit) [125]	Computer Games and Puzzles (4 credits) [126]	Computer Games and Puzzles (4 credits) [127]	(6 credits) [128]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [129]	Level 1, Unit 26 - Computer Games Development (3 credits) [130]	Level 2, Unit 26 - Computer Games Development (4 credits) [131]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [132]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [133]	Level 1, Unit 27 - Design Software (3 credits) [134]	Level 2, Unit 27 - Design Software (4 credits) [135]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [136]
Entry Level 2, Unit 14 - Video Communication (2 credits) [137]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [138]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [139]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [140]
Entry Level 2, Unit 16 - Using Collaborative Technologies (2 credits) [141]	Level 1, Unit 29 - Set Up an IT System (3 credits) [142]	Level 2, Unit 29 - Set Up an IT System (4 credits) [143]	Level 3, Unit 44 - Bespoke Software (4 credits) [144]
Entry Level 2, Unit 26 - Computer Games Development (2 credits) [145]	Level 1, Unit 30 - CAD (3 credits) [146]	Level 2, Unit 30 - CAD (3 credits) [147]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [148]
Entry Level 2, Unit 29 - Understand social media (2 credits) [149]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [150]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [151]	Level 3, Unit 60 - Cisco CCNA 1 – Introduction to Networks (6 credits) [152]
Entry Level 2, Unit 32 - Website Software (2 credits) [153]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [154]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [155]	Level 3, Unit 61 - Cisco CCNA 2 – Routing and Switching (6 credits) [156]
Entry Level 2, Unit 36 - Specialist Software (2 credits) [157]	Level 1, Unit 36 - Financial Modelling (3 credits) [158]	Level 2, Unit 34 - Developing skills for project management (4 credits) [159]	Level 3, Unit 62 - Cisco CCNA 3 – Scaling Networks (6 credits) [160]
Entry Level 3, Unit R - Registration [161]	Level 1, Unit 38 - Animation Software (3	Level 2, Unit 35 - Using Project Management	Level 3, Unit 63 - Cisco CCNA 4 – Connecting

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	credits) [162]	Software (4 credits) [163]	Networks (6 credits) [164]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [165]	Level 1, Unit 39 - Digital Art (3 credits) [166]	Level 2, Unit 38 - Animation Software (4 credits) [167]	Level 3, Unit 64 - Cisco – CCNA Security (6 credits) [168]
Entry Level 3, Unit 2 - Online Basics (1 credit) [169]	Level 1, Unit 43 - E-safety for learners (2 credits) [170]	Level 2, Unit 39 - Digital Art (4 credits) [171]	Level 3, Unit 65 - Cisco – CyberSecurity Essentials (6 credits) [172]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [173]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [174]	Level 2, Unit 43 - E-safety for learners (3 credits) [175]	Level 3, Unit 66 - Cisco – IT Essentials (6 credits) [176]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [177]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [178]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [179]	Level 3, Unit 67 - Cisco – Networking Essentials (6 credits) [180]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [181]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [182]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [183]	
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [184]	Level 1, Unit 103 - Digital Modelling (4 credits) [185]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [186]	
Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [187]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [188]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [189]	
Entry Level 3, Unit 8 - IT Security for users (1 credit) [190]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [191]	
Entry Level 3, Unit 10 -		DELLevel 2, Unit 73 - Extended	

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Presentation software (2 credits) [192]

Project: Securing and Defending Online Systems (6 credits) [193]

Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [194]

Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [195]

Entry Level 3, Unit 15 - Imaging Software (2 credits) [196]

Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [197]

Entry Level 3, Unit 16 - Using Collaborative Technologies (3 credits) [198]

Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [199]

Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [200]

Level 2, Unit 83 - Digital Design and Graphics (3 credits) [201]

Entry Level 3, Unit 23 - Multimedia Software (2 credits) [202]

Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [203]

Entry Level 3, Unit 25 - Developing Computer Games and Puzzles (3 credits) [204]

Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [205]

Entry Level 3, Unit 26 - Computer Games Development (3 credits) [206]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [207]

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Entry Level 3, Unit 32 - Website Software (2 credits) [208]

Entry Level 3, Unit 36 - Specialist Software (2 credits) [157]

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[128] https://theingots.org/community/sil3u37
[129] https://theingots.org/community/siel2u11
[130] https://theingots.org/community/sil1u26
[131] https://theingots.org/community/sil2u26
[132] https://theingots.org/community/sil3u40
[133] https://theingots.org/community/siel2u12
[134] https://theingots.org/community/sil1u27
[135] https://theingots.org/community/sil2u27
[136] https://theingots.org/community/sil3u41
[137] https://theingots.org/community/siel2u14
[138] https://theingots.org/community/sil1u28
[139] https://theingots.org/community/sil2u28
[140] https://theingots.org/community/sil3u42
[141] https://theingots.org/community/siel2u16
[142] https://theingots.org/community/sil1u29
[143] https://theingots.org/community/sil2u29
[144] https://theingots.org/community/sil3u44
[145] https://theingots.org/community/siel2u26
[146] https://theingots.org/community/sil1u30
[147] https://theingots.org/community/sil2u30
[148] https://theingots.org/community/sil3u57
[149] https://theingots.org/community/siel2u29
[150] https://theingots.org/community/sil1u31
[151] https://theingots.org/community/sil2u32
[152] https://theingots.org/community/sil3u60
[153] https://theingots.org/community/siel2u32
[154] https://theingots.org/community/sil1u32
[155] https://theingots.org/community/sil2u33
[156] https://theingots.org/community/sil3u61
[157] https://theingots.org/community/siel3u36

(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');

[158] https://theingots.org/community/sil1u36
[159] https://theingots.org/community/sil2u34
[160] https://theingots.org/community/sil3u62
[161] https://theingots.org/community/siel3u0reg
[162] https://theingots.org/community/sil1u38
[163] https://theingots.org/community/sil2u35
[164] https://theingots.org/community/sil3u63
[165] https://theingots.org/community/siel3u1
[166] https://theingots.org/community/sil1u39
[167] https://theingots.org/community/sil2u38
[168] https://theingots.org/community/sil3u64
[169] https://theingots.org/community/siel3u2
[170] https://theingots.org/community/sil1u43
[171] https://theingots.org/community/sil2u39
[172] https://theingots.org/community/sil3u65
[173] https://theingots.org/community/siel3u3
[174] https://theingots.org/community/sil1u50
[175] https://theingots.org/community/sil2u43
[176] https://theingots.org/community/sil3u66
[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/sil3u67
[181] https://theingots.org/community/siel3u5
[182] https://theingots.org/community/sil1u102
[183] https://theingots.org/community/sil2u51
[184] https://theingots.org/community/siel3u6
[185] https://theingots.org/community/sil1u103
[186] https://theingots.org/community/sil2u70
[187] https://theingots.org/community/siel3u7
[188] https://theingots.org/community/sil1u105
[189] https://theingots.org/community/sil2u71
[190] https://theingots.org/community/siel3u4
[191] https://theingots.org/community/sil2u72
[192] https://theingots.org/community/siel3u10
[193] https://theingots.org/community/sil2u73
[194] https://theingots.org/community/siel3u14
[195] https://theingots.org/community/sil2u80
[196] https://theingots.org/community/siel3u15
[197] https://theingots.org/community/sil2u81
[198] https://theingots.org/community/siel3u16
[199] https://theingots.org/community/sil2u82
[200] https://theingots.org/community/siel3u20
[201] https://theingots.org/community/sil2u83
[202] https://theingots.org/community/siel3u23
[203] https://theingots.org/community/sil2u84
[204] https://theingots.org/community/siel3u25
[205] https://theingots.org/community/sil2u85
[206] https://theingots.org/community/siel3u26
[207] https://theingots.org/community/siel3u28
[208] 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');