Entry Level 3 - Unit 6 - Communicating Information Using ICT (Bronze 3 Unit 6)

BACK TO SCHOOLS ITQ [1]

Handbook home page [2]

- General guidance for interpreting OCF gualification 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.

Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits)

1. Follow r ecomme nded safe practice s	2. Access email ap plicatio n	3. Create and send an email messag e	4. Receive and read email m essages	5. Reply to an email	6. Delete an email
1.1 I can use equipment safely, eg arrange hardware, cables, adjust seating, lighting, avoid hazards, take breaks [5]	2.1 I can keep information secure, eg password, PIN, keep copies safe [6]	3.1 can create an email message [7]	4.1 I can open an email that has been received [8]	5.1 I can prepare a reply to the received email [9]	6.1 I can find the received email [10]
	2.2 can open mailbox [11]	3.2 can enter an email address [12]	4.2 can read the email [13]	5.2 can use the reply facility [14]	6.2 I can delete an email [15]
	2.3 I can use input devices, eg	3.3 I can enter an appropriat	4.3 I can print the email [18]	5.3 I can enter text in the	

 $\label{eq:condition} $$ (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.insertBelgec(a)_h]_2 } (window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');$

keyboard, mouse [16]	e subject [17]	message area [19]
	3.4 I can enter text in the message area [20]	5.4 I can check meaning. accuracy and suitability of the email [21]
	3.5 I can check meaning. accuracy and suitability of the email [22]	5.5 I can send the email [23]
	3.6 I can send an email [24]	5.6 I can print the email [25]
	3.7 L can print an email [26]	

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1. Unit R - Registration [28]	Level 1, Unit R - Registration [29]	Level 2, Unit R - Registration [30]	Level 3, Unit R - Registration [31]
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [32]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [33]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [34]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [35]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [36]	Level 1, Unit 2 - Website Software (3 credits) [37]	Level 2, Unit 2 - Website Software (4 credits) [38]	Level 3, Unit 2 - Website Software (5 credits) [39]
Entry Level 1, Unit 3 - Online Basics (2 credits)	Level 1, Unit 3 - Using Collaborative	<u>Level 2, Unit 3 -</u> <u>Using</u> <u>Collaborative</u>	Level 3, Unit 3 - Using Collaborative

[40]	Technologies (3 credits) [41]	Technologies (4 credits) [42]	Technologies (6 credits) [43]
Entry Level 1. Unit 4 - Desktop Publishing Software (2 credits) [44]	Level 1, Unit 4 -	Level 2, Unit 4 -	Level 3, Unit 4 -
	IT Security for	IT Security for	IT Security for
	Users (1 credit)	Users (2 credits)	Users (3 credits)
	[45]	[46]	[47]
Entry Level 1. Unit 5 - Safe Working Practices (2 credits) [48]	Level 1, Unit 5 -	Level 2, Unit 5 -	Level 3, Unit 5 -
	Spreadsheet	Spreadsheet	Spreadsheet
	Software (3	Software (4	Software (6
	credits) [49]	credits) [50]	credits) [51]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [52]	Level 1, Unit 6 -	Level 2, Unit 6 -	Level 3, Unit 6 -
	Specialist	Specialist	Specialist
	Software (2	software (3	Software (4
	credits) [53]	credits) [54]	credits) [55]
Entry Level 1, Unit 7 - Imaging software (2 credits) [56]	Level 1, Unit 7 - Word Processing (3 credits) [57]	Level 2, Unit 7 - Word processing (4 credits) [58]	Level 3, Unit 7 - Word Processing Software (6 credits) [59]
Entry Level 1. Unit 8 - Using ICT Equipment in a Work Place (2 credits) [60]	Level 1, Unit 8 -	Level 2, Unit 8 -	Level 3, Unit 8 -
	Using the Internet	Using the internet	Using the Internet
	(3 credits) [61]	(4 credits) [62]	(5 credits) [63]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [64]	Level 1, Unit 9 - Drawing and planning (2 credits) [65]	Level 2, Unit 9 - Drawing and planning (3 credits) [66]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [67]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [68]	Level 1, Unit 10 - Presentation Software (3 credits) [69]	Level 2, Unit 10 - Presentation software (4 credits) [70]	Level 3, Unit 10 - Presentation Software (6 credits) [71]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [72]	Level 1, Unit 11 - <u>Database</u> <u>Software (3</u> <u>credits)</u> [73]	Level 2, Unit 11 - Database software (4 credits) [74]	Level 3, Unit 11 - Database Software (6 credits) [75]
Entry Level 1,	Level 1, Unit 12 -	Level 2, Unit 12 -	Level 3, Unit 12 -
Unit 13 -	Desktop	Desktop	Desktop
Computer Games	Publishing	Publishing	Publishing
Development (2	Software (3	Software (4	Software (5
credits) [76]	credits) [77]	credits) [78]	credits) [79]
Entry Level 1.	Level 1, Unit 13 -	Level 2, Unit 13 -	Level 3, Unit 13 -
Unit 14 - Video	Using Email (2	Using Email (3	Using Email (3
Communication (2	credits) [81]	credits) [82]	credits) [83]

C	red	its'	[80]

Entry Level 1. Unit 29 - Understand social media (2 credits) [84]	Level 1, Unit 14 -	Level 2, Unit 14 -	Level 3, Unit 14 -
	Audio Software (2	Audio Software (3	Audio Software (4
	credits) [85]	credits) [86]	credits) [87]
Entry Level 2.	Level 1, Unit 15 -	Level 2, Unit 15 -	Level 3, Unit 15 -
Unit R -	Imaging Software	Imaging Software	Imaging Software
Registration [88]	(3 credits) [89]	(4 credits) [90]	(5 credits) [91]
Entry Level 2. Unit 1 - Improving Productivity Using IT (2 credits) [92]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [93]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [94]	Level 3, Unit 17 - Video Software (4 credits) [95]
Entry Level 2. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [96]	Level 1, Unit 17 - Video Software (2 credits) [97]	Level 2, Unit 17 - Video Software (3 credits) [98]	Level 3, Unit 23 - Multimedia Software (6 credits) [99]
Entry Level 2. Unit 3 - Online Basics (2 credits) [100]	Level 1, Unit 18 -	Level 2, Unit 18 -	Level 3, Unit 24 -
	IT Software	IT Software	Additive
	Fundamentals (3	Fundamentals (3	Manufacture (6
	credits) [101]	credits) [102]	credits) [103]
Entry Level 2. Unit 4 -Desktop Publishing Software (2 credits) [104]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [105]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [106]	Level 3, Unit 27 - Design Software (5 credits) [107]
Entry Level 2. Unit 5 - Using ICT: Safe Working Practices (1 credit) [108]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [109]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [110]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [111]
Entry Level 2.	Level 1, Unit 21 -	Level 2, Unit 21 -	Level 3, Unit 29 -
Unit 6 - Using ICT	Data Management	Data Management	Set Up an IT
in the Workplace	Software (2	Software (3	System (5 credits)
(3 credits) [112]	credits) [113]	credits) [114]	[115]
Entry Level 2. Unit 7 - Imaging software (2 credits) [116]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [117]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [118]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [119]
Entry Level 2.	<u>Level 1, Unit 23 -</u>	<u>Level 2, Unit 23 -</u>	<u>Level 3, Unit 33 -</u>
Unit 8 - Using ICT	<u>Multimedia</u>	<u>Multimedia</u>	<u>Application</u>

Equipment in a Work Place (2 credits) [120]	Software (3 credits) [121]	Software (4 credits) [122]	Development Using Project Management Methods (6 credits) [123]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [124]	Level 1, Unit 24 - Additive Manufacture (3 credits) [125]	Level 2, Unit 24 - Additive Manufacture (3 credits) [126]	Level 3, Unit 37 - Internet of Things (6 credits) [127]
Entry Level 2. Unit 10 - ICT for Employment (1 credit) [128]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [129]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [130]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [131]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [132]	Level 1, Unit 26 - Computer Games Development (3 credits) [133]	Level 2, Unit 26 - Computer Games Development (4 credits) [134]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [135]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [136]	Level 1, Unit 27 - Design Software (3 credits) [137]	Level 2, Unit 27 - Design Software (4 credits) [138]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [139]
Entry Level 2, Unit 14 - Video Communication (2 credits) [140]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [141]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [142]	Level 3, Unit 44 - Bespoke Software (4 credits) [143]
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [144]	Level 1, Unit 29 - Set Up an IT System (3 credits) [145]	Level 2, Unit 29 - Set Up an IT System (4 credits) [146]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [147]
Entry Level 2. Unit 26 - Computer Games Development (2 credits) [148]	Level 1, Unit 30 - CAD (3 credits) [149]	Level 2, Unit 30 - CAD (3 credits) [150]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [151]
Entry Level 2, Unit 29 - Understand social media (2 credits) [152]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [153]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [154]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [155]
Entry Level 2, Unit 32 - Website Software (2	Level 1, Unit 32 - Computerised Accounting	Level 2, Unit 33 - Application Development	<u>Level 3, Unit 62 -</u> <u>Cisco CCNA 3 -</u> <u>Scaling Networks</u>

<u>credits)</u> [156]	Software (2 credits) [157]	Using Project Management Methods (4 credits) [158]	(6 credits) [159]
Entry Level 2. Unit 36 - Specialist Software (2 credits) [160]	Level 1, Unit 36 - Financial Modelling (3 credits) [161]	Level 2, Unit 34 - Developing skills for project management (4 credits) [162]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [163]
Entry Level 3. Unit R - Registration [164]	Level 1, Unit 38 - Animation Software (3 credits) [165]	Level 2, Unit 35 - Using Project Management Software (4 credits) [166]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [167]
Entry Level 3. Unit 1 - Improving Productivity Using IT (3 credits) [168]	Level 1, Unit 39 - Digital Art (3 credits) [169]	Level 2, Unit 38 - Animation Software (4 credits) [170]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [171]
Entry Level 3. Unit 2 - Online Basics (1 credit) [172]	Level 1, Unit 43 - E-safety for learners (2 credits) [173]	Level 2, Unit 39 - Digital Art (4 credits) [174]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [175]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [176]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [177]	Level 2, Unit 43 - E-safety for learners (3 credits) [178]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [179]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [180]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [181]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [182]	
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [183]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [184]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [185]	
Entry Level 3. Unit 6 - Communicating Information Using ICT (3 credits) [186]	Level 1, Unit 103 - Digital Modelling (4 credits) [187]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [188]	
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DELLevel 2, Unit

Level 1, Unit 105

Entry Level 3.

Unit 7 - Producing Charts Using ICT (3 credits) [189]	- Digital Design and Graphics (4 credits) [190]	71 - Analysing and Evaluating Cyber Threats (3 credits) [191]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [192]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [193]
Entry Level 3, Unit 10 - Presentation software (2 credits) [194]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [195]
Entry Level 3. Unit 14 - Audio and Video Software (2 credits) [196]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [197]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [198]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [199]
Entry Level 3. Unit 16 - Using Collaborative Technologies (3 credits) [200]		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [201]
Entry Level 3. Unit 20 - Introduction to Using mobile IT devices (2 credits) [202]		Level 2, Unit 83 - Digital Design and Graphics (3 credits) [203]
Entry Level 3. Unit 23 - Multimedia Software (2 credits) [204]		Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [205]
Entry Level 3. Unit 25 - Developing Computer Games and Puzzles (3 credits) [206]		Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [207]

Entry Level 3, Unit 26 -Computer Games Development (3 credits) [208]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [209]

Entry Level 3, Unit 32 - Website Software (2 credits) [210]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [160]

Source URL: https://theingots.org/community/siel3u6

Links

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[184] https://theingots.org/community/sil1u102
[185] https://theingots.org/community/sil2u51
[186] https://theingots.org/community/siel3u6
[187] https://theingots.org/community/sil1u103
[188] https://theingots.org/community/sil2u70
[189] https://theingots.org/community/siel3u7
[190] https://theingots.org/community/sil1u105
[191] https://theingots.org/community/sil2u71
[192] https://theingots.org/community/siel3u4
[193] https://theingots.org/community/sil2u72
[194] https://theingots.org/community/siel3u10
[195] https://theingots.org/community/sil2u73
[196] https://theingots.org/community/siel3u14
[197] https://theingots.org/community/sil2u80
[198] https://theingots.org/community/siel3u15
[199] https://theingots.org/community/sil2u81
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Entry Level 3 - Unit 6 - Communicating Information Using ICT (Bronze 3 Unit 6)

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- [200] https://theingots.org/community/siel3u16
- [201] https://theingots.org/community/sil2u82
- [202] https://theingots.org/community/siel3u20
- [203] https://theingots.org/community/sil2u83
- [204] https://theingots.org/community/siel3u23
- [205] https://theingots.org/community/sil2u84
- [206] https://theingots.org/community/siel3u25
- [207] https://theingots.org/community/sil2u85
- [208] https://theingots.org/community/siel3u26
- [209] https://theingots.org/community/siel3u28
- [210] https://theingots.org/community/siel3u32