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

1. 1. Set up and customise the mobile device to meet needs

1.1 I can describe the purpose of the different features and drawbacks of the mobile device [7]

1.2 I can describe different methods that can be used to access mobile networks [11]

1.3 I can prepare, set up and configure the mobile device for

2. 2. Select and use applications and files on the mobile device

2.1 I can select and use applications and files on the mobile device for an appropriate purpose [8]

2.2 I can define file formats appropriate for mobile devices [12]

2.3 I can use software or tools to prepare or convert files to an

3. 3. Use tools and techniques to transfer data to and from mobile devices

3.1 I can describe different types of secure connection methods that can be used between devices [9]

3.2 I can describe software requirements and techniques to connect and synchronise devices [13]

3.3 I can transfer information to and from mobile devices using

4. 4. Optimise the performance of mobile devices

4.1 I can describe the factors that can affect performance of the mobile device and how to make improvements [10]

4.2 I can use appropriate techniques to optimise the performance of the mobile device [14]

4.3 I can describe problems that may occur with mobile devices using

4.4 I can optimise the performance of mobile devices

4.5 I can describe the factors that can affect performance of the mobile device and how to make improvements [10]

1.4 I can select, use and customise interface features and settings to meet needs and improve efficiency [19]

2.4 I can input data accurately into a mobile device [20]

3.4 I can synchronise mobile device data with source data [21]

4.4 I can use an appropriate fault-finding procedure to identify and solve problems with the mobile device [22]

1.5 I can describe any specific health and safety issues associated with the use of mobile devices [23]

2.5 I can organise, store and retrieve data efficiently [24]

3.5 I can recognise copyright and other constraints on the use and transfer of information [25]

4.5 I can describe when to try to solve a problem and where to get expert advice [26]

1.6 I can apply guidelines and procedures for the use of mobile devices [27]

3.6 I can explain why it is important to stay safe, keep information secure and to respect others when using mobile devices [28]

1.7 I can keep information secure when using a mobile device [29]
Exchange Information (2 credits) [39]  
Technologies (3 credits) [40]  
Technologies (4 credits) [41]  
Technologies (6 credits) [42]  

Entry Level 2, Unit 3 - Online Basics (2 credits) [43]  
Level 1, Unit 4 - IT Security for Users (1 credit) [44]  
Level 2, Unit 4 - IT Security for Users (2 credits) [45]  
Level 3, Unit 4 - IT Security for Users (3 credits) [46]  

Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [47]  
Level 1, Unit 5 - Spreadsheet Software (3 credits) [48]  
Level 2, Unit 5 - Spreadsheet Software (4 credits) [49]  
Level 3, Unit 5 - Spreadsheet Software (6 credits) [50]  

Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [51]  
Level 1, Unit 6 - Specialist Software (2 credits) [52]  
Level 2, Unit 6 - Specialist Software (3 credits) [53]  
Level 3, Unit 6 - Specialist Software (4 credits) [54]  

Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [55]  
Level 1, Unit 7 - Word Processing (3 credits) [56]  
Level 2, Unit 7 - Word processing (4 credits) [57]  
Level 3, Unit 7 - Word Processing Software (6 credits) [58]  

Entry Level 2, Unit 7 - Imaging software (2 credits) [59]  
Level 1, Unit 8 - Using the Internet (3 credits) [60]  
Level 2, Unit 8 - Using the Internet (4 credits) [61]  
Level 3, Unit 8 - Using the Internet (5 credits) [62]  

Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [63]  
Level 1, Unit 9 - Drawing and planning (2 credits) [64]  
Level 2, Unit 9 - Drawing and planning (3 credits) [65]  
Level 3, Unit 9 - Drawing and Planning Software (4 credits) [66]  

Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [67]  
Level 1, Unit 10 - Presentation Software (3 credits) [68]  
Level 2, Unit 10 - Presentation software (4 credits) [69]  
Level 3, Unit 10 - Presentation Software (6 credits) [70]  

Entry Level 2, Unit 10 - ICT for Employment (1 credit) [71]  
Level 1, Unit 11 - Database Software (3 credits) [72]  
Level 2, Unit 11 - Database software (4 credits) [73]  
Level 3, Unit 11 - Database Software (6 credits) [74]  

Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [75]  
Level 1, Unit 12 - Desktop Publishing Software (3 credits) [76]  
Level 2, Unit 12 - Desktop Publishing Software (4 credits) [77]  
Level 3, Unit 12 - Desktop Publishing Software (5 credits) [78]  

Entry Level 3, Unit 1 - Improving Productivity Using (2 credits) [80]  
Level 1, Unit 13 - Using Email (2 credits) [81]  
Level 2, Unit 13 - Using Email (3 credits) [82]  
Level 3, Unit 13 - Using Email (3 credits) [83]
Entry Level 3, Unit 14 - Audio Software (2 credits) [84]
Level 2, Unit 14 - Audio Software (3 credits) [85]
Level 3, Unit 14 - Audio Software (4 credits) [86]

Entry Level 3, Unit 15 - Imaging Software (3 credits) [88]
Level 2, Unit 15 - Imaging Software (4 credits) [89]
Level 3, Unit 15 - Imaging Software (5 credits) [90]

Entry Level 3, Unit 16 - IT Communication Fundamentals (2 credits) [92]
Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [93]
Level 3, Unit 17 - Video Software (4 credits) [94]

Entry Level 3, Unit 17 - Video Software (2 credits) [96]
Level 2, Unit 17 - Video Software (3 credits) [97]
Level 3, Unit 23 - Multimedia Software (6 credits) [98]

Entry Level 3, Unit 18 - IT Software Fundamentals (3 credits) [100]
Level 2, Unit 18 - IT Software Fundamentals (3 credits) [101]
Level 3, Unit 24 - Additive Manufacture (6 credits) [102]

Entry Level 3, Unit 19 - IT User Fundamentals (3 credits) [104]
Level 2, Unit 19 - IT User Fundamentals (3 credits) [105]
Level 3, Unit 27 - Design Software (5 credits) [106]

Entry Level 3, Unit 20 - Understanding the social and environmental impact of architecture and construction (3 credits) [116]
Level 2, Unit 22 - Understanding the social and environmental impact of architecture and construction (4 credits) [117]
Level 3, Unit 32 - Computerised Accounting Software (5 credits) [118]

Entry Level 3, Unit 21 - Data Management Software (2 credits) [112]
Level 2, Unit 21 - Data Management Software (3 credits) [113]
Level 3, Unit 29 - Set Up an IT System (5 credits) [114]
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<td>Developing Computer Games and Puzzles (4 credits)</td>
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<td>Computer Games Development (3 credits)</td>
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<td>Design Software (3 credits)</td>
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<td>Optimise IT System Performance (2 credits)</td>
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<tr>
<td>Digital Editing and Publishing (4 credits)</td>
<td>Digital Analysing and Evaluating Cyber Threats (3 credits)</td>
<td>Cisco – CCNA Security (6 credits)</td>
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<td>Applying and Deploying Security Tools and Best Practice (3 credits)</td>
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<td>Digital Design and Graphics (3 credits)</td>
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