## Schools ITQ Entry 2 Unit 3 - (Bronze 2)

#### **BACK TO SCHOOLS ITO [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.

# **Entry Level 2, Unit 3 - Online Basics (2 credits)**

1. Be able to use an online IT system to meet specified needs	2. Know how to search for and use internet-based information	3. Be able to use email software tools and techniques to compose and send messages
1.1 Start an online IT system or application. [5]	2.1 Use browser software to find required information. [6]	3.1 Use software tools to: a) compose email messages; b) format email messages; c) attach files to email messages; d) send e-mail messages. [7]
1.2 Close down an online IT system or application when finished. [8]	2.2 Select information from the internet for a purpose. [9]	3.2 Read and respond to email messages. [10]
1.3 Work safely and responsibly online. [11]	2.3 Use information from the internet for a purpose. [12]	3.3 Respond appropriately to common email problems. [13]

## Links to ITQ units

Entry Level 1 Level 2 Level 3

Entry Level 1, Level 1, Unit R - Level 2, Unit R - Level 3, Unit R -

Unit R - Registration [15]	Registration [16]	Registration [17]	Registration [18]
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [19]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [20]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [21]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [22]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [23]	Level 1, Unit 2 - Website Software (3 credits) [24]	Level 2, Unit 2 - Website Software (4 credits) [25]	Level 3, Unit 2 - Website Software (5 credits) [26]
Entry Level 1, Unit 3 - Online Basics (2 credits) [27]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [28]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [29]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [30]
Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [31]	Level 1, Unit 4 - IT Security for Users (1 credit) [32]	Level 2, Unit 4 - IT Security for Users (2 credits) [33]	Level 3, Unit 4 - IT Security for Users (3 credits) [34]
Entry Level 1, Unit 5 - Safe Working Practices (2 credits) [35]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [36]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [37]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [38]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [39]	Level 1, Unit 6 - Specialist Software (2 credits) [40]	Level 2, Unit 6 - Specialist software (3 credits) [41]	Level 3, Unit 6 - Specialist Software (4 credits) [42]
Entry Level 1. Unit 7 - Imaging software (2 credits) [43]	Level 1, Unit 7 - Word Processing (3 credits) [44]	Level 2, Unit 7 - Word processing (4 credits) [45]	Level 3, Unit 7 - Word Processing Software (6 credits) [46]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [47]	Level 1, Unit 8 - Using the Internet (3 credits) [48]	<u>Level 2, Unit 8 -</u> <u>Using the internet</u> (4 credits) [49]	<u>Level 3, Unit 8 -</u> <u>Using the Internet</u> (5 credits) [50]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [51]	Level 1, Unit 9 - Drawing and planning (2 credits) [52]	Level 2, Unit 9 - Drawing and planning (3 credits) [53]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [54]
Entry Level 1. Unit 11 - Audio and Video	Level 1, Unit 10 - Presentation Software (3	Level 2, Unit 10 - Presentation software (4	Level 3, Unit 10 - Presentation Software (6

Software (2 credits) [55]	credits) [56]	credits) [57]	credits) [58]
Entry Level 1. Unit 12 - Presentation Software (2 credits) [59]	Level 1, Unit 11 - Database Software (3 credits) [60]	Level 2, Unit 11 - Database software (4 credits) [61]	Level 3, Unit 11 - Database Software (6 credits) [62]
Entry Level 1. Unit 13 - Computer Games Development (2 credits) [63]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [64]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [65]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [66]
Entry Level 1, Unit 14 - Video Communication (2 credits) [67]	Level 1, Unit 13 - Using Email (2 credits) [68]	Level 2, Unit 13 - Using Email (3 credits) [69]	Level 3, Unit 13 - Using Email (3 credits) [70]
Entry Level 1. Unit 29 - Understand social media (2 credits) [71]	Level 1, Unit 14 - Audio Software (2 credits) [72]	Level 2, Unit 14 - Audio Software (3 credits) [73]	Level 3, Unit 14 - Audio Software (4 credits) [74]
Entry Level 2. Unit R - Registration [75]	Level 1, Unit 15 - Imaging Software (3 credits) [76]	Level 2, Unit 15 - Imaging Software (4 credits) [77]	Level 3, Unit 15 - Imaging Software (5 credits) [78]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [79]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [80]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [81]	Level 3, Unit 17 - Video Software (4 credits) [82]
Entry Level 2. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [83]	Level 1, Unit 17 - Video Software (2 credits) [84]	Level 2, Unit 17 - Video Software (3 credits) [85]	Level 3, Unit 23 - Multimedia Software (6 credits) [86]
Entry Level 2, Unit 3 - Online Basics (2 credits) [87]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [88]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [89]	Level 3, Unit 24 - Additive Manufacture (6 credits) [90]
Entry Level 2. Unit 4 -Desktop Publishing Software (2 credits) [91]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [92]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [93]	Level 3, Unit 27 - Design Software (5 credits) [94]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [96]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [97]	Level 3, Unit 28 - Optimise IT System Performance (5

credit) [95]			credits) [98]
Entry Level 2. Unit 6 - Using ICT in the Workplace (3 credits) [99]	Level 1, Unit 21 - Data Management Software (2 credits) [100]	Level 2, Unit 21 - Data Management Software (3 credits) [101]	Level 3, Unit 29 - Set Up an IT System (5 credits) [102]
Entry Level 2, Unit 7 - Imaging software (2 credits) [103]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [104]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [105]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [106]
Entry Level 2. Unit 8 - Using ICT Equipment in a Work Place (2 credits) [107]	Level 1, Unit 23 - Multimedia Software (3 credits) [108]	Level 2, Unit 23 - Multimedia Software (4 credits) [109]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [110]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [111]	Level 1, Unit 24 - Additive Manufacture (3 credits) [112]	Level 2, Unit 24 - Additive Manufacture (3 credits) [113]	Level 3, Unit 37 - Internet of Things (6 credits) [114]
Entry Level 2. Unit 10 - ICT for Employment (1 credit) [115]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [116]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [117]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [118]
Entry Level 2. Unit 11 - Audio and Video Software (2 credits) [119]	Level 1, Unit 26 - Computer Games Development (3 credits) [120]	Level 2, Unit 26 - Computer Games Development (4 credits) [121]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [122]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [123]	Level 1, Unit 27 - Design Software (3 credits) [124]	Level 2, Unit 27 - Design Software (4 credits) [125]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [126]
Entry Level 2, Unit 14 - Video Communication (2 credits) [127]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [128]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [129]	Level 3, Unit 44 - Bespoke Software (4 credits) [130]
Entry Level 2, Unit 16 - Using Collaborative	Level 1, Unit 29 - Set Up an IT System (3 credits)	Level 2, Unit 29 - Set Up an IT System (4 credits)	<u>Level 3, Unit 57 -</u> <u>Networking</u> <u>Fundamentals (5</u>

Technologies (2 credits) [131]	[132]	[133]	<u>credits)</u> [134]
Entry Level 2, Unit 26 - Computer Games Development (2 credits) [135]	Level 1, Unit 30 - CAD (3 credits) [136]	Level 2, Unit 30 - CAD (3 credits) [137]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [138]
Entry Level 2, Unit 29 - Understand social media (2 credits) [139]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [140]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [141]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [142]
Entry Level 2, Unit 32 - Website Software (2 credits) [143]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [144]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [145]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [146]
Entry Level 2, Unit 36 - Specialist Software (2 credits) [147]	Level 1, Unit 36 - Financial Modelling (3 credits) [148]	Level 2, Unit 34 - Developing skills for project management (4 credits) [149]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [150]
Entry Level 3. Unit R - Registration [151]	Level 1, Unit 38 - Animation Software (3 credits) [152]	Level 2, Unit 35 - Using Project Management Software (4 credits) [153]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [154]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [155]	Level 1, Unit 39 - Digital Art (3 credits) [156]	Level 2, Unit 38 - Animation Software (4 credits) [157]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [158]
Entry Level 3, Unit 2 - Online Basics (1 credit) [159]	Level 1, Unit 43 - E-safety for learners (2 credits) [160]	Level 2, Unit 39 - Digital Art (4 credits) [161]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [162]
Entry Level 3. Unit 3 - Desktop Publishing Software (2 credits) [163]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [164]	Level 2, Unit 43 - E-safety for learners (3 credits) [165]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [166]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [167]	Level 1, Unit 51 - Effectiveness communication using remote systems (4	Level 2, Unit 50 - Developing skills for remote working (3 credits) [169]	

### <u>credits</u>) [168]

Entry Level 3. Unit 5 - Using ICT to Find Information (3 credits) [170]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [171]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [172]
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [173]	Level 1, Unit 103 - Digital Modelling (4 credits) [174]	DELLevel 2. Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [175]
Entry Level 3. Unit 7 - Producing Charts Using ICT (3 credits) [176]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [177]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [178]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [179]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [180]
Entry Level 3, Unit 10 - Presentation software (2 credits) [181]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [182]
Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [183]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [184]
Entry Level 3. Unit 15 - Imaging Software (2 credits) [185]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [186]
Entry Level 3, Unit 16 - Using Collaborative Technologies (3 credits) [187]		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [188]
Entry Level 3.		Level 2, Unit 83 -

Unit 20 -Introduction to Using mobile IT devices (2 credits) [189]

Entry Level 3, Unit 23 -Multimedia Software (2 credits) [191]

Entry Level 3, Unit 25 -Developing Computer Games and Puzzles (3 credits) [193]

Entry Level 3, Unit 26 -Computer Games Development (3 credits) [195]

Entry Level 3.
Unit 28 - Personal
information
management
software (1 credit)
[196]

Entry Level 3, Unit 32 - Website Software (2 credits) [197]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [147] Digital Design and Graphics (3 credits) [190]

Level 2, Unit 84 -Digital Modelling and Data Management (3 credits) [192]

Level 2, Unit 85 -Virtual Reality and the Development Life Cycle (4 credits) [194]

**Source URL:** https://theingots.org/community/SIEL2U3

#### Links

- [1] https://theingots.org/community/ITQ unit development
- [2] https://theingots.org/community/handbook2
- [3] https://theingots.org/community/QCF levels
- [4] https://theingots.org/community/SIEL2U1X
- [5] https://theingots.org/community/siel2u3x#1.1
- [6] https://theingots.org/community/siel2u3x#2.1

- [7] https://theingots.org/community/siel2u3x#3.1
- [8] https://theingots.org/community/siel2u3x#1.2
- [9] https://theingots.org/community/siel2u3x#2.2
- [10] https://theingots.org/community/siel2u3x#3.2
- [11] https://theingots.org/community/siel2u3x#1.3
- [12] https://theingots.org/community/siel2u3x#2.3
- [13] https://theingots.org/community/siel2u3x#3.3
- [14] https://theingots.org/community/siel2u3i
- [15] https://theingots.org/community/siel1u0reg
- [16] https://theingots.org/community/sil1u0reg
- [17] https://theingots.org/community/sil2u0reg
- [18] https://theingots.org/community/sil3u0reg
- [19] https://theingots.org/community/siel1u1
- [20] https://theingots.org/community/sil1u1
- [21] https://theingots.org/community/sil2u1
- [22] https://theingots.org/community/sil3u1
- [23] https://theingots.org/community/siel1u2
- [24] https://theingots.org/community/sil1u2
- [25] https://theingots.org/community/sil2u2
- [26] https://theingots.org/community/sil3u2
- [27] https://theingots.org/community/siel1u3
- [28] https://theingots.org/community/sil1u3
- [29] https://theingots.org/community/sil2u3
- [30] https://theingots.org/community/sil3u3
- [31] https://theingots.org/community/siel1u4
- [32] https://theingots.org/community/sil1u4
- [33] https://theingots.org/community/sil2u4
- [34] https://theingots.org/community/sil3u4
- [35] https://theingots.org/community/siel1u5
- [36] https://theingots.org/community/sil1u5
- [37] https://theingots.org/community/sil2u5
- [38] https://theingots.org/community/sil3u5
- [39] https://theingots.org/community/siel1u6
- [40] https://theingots.org/community/sil1u6
- [41] https://theingots.org/community/sil2u6
- [42] https://theingots.org/community/sil3u6
- [43] https://theingots.org/community/siel1u7
- [44] https://theingots.org/community/sil1u7
- [45] https://theingots.org/community/sil2u7
- [46] https://theingots.org/community/sil3u7
- [47] https://theingots.org/community/siel1u8
- [48] https://theingots.org/community/sil1u8
- [49] https://theingots.org/community/sil2u8
- [50] https://theingots.org/community/sil3u8
- [51] https://theingots.org/community/siel1u9
- [52] https://theingots.org/community/sil1u9
- [53] https://theingots.org/community/sil2u9
- [54] https://theingots.org/community/sil3u9
- [55] https://theingots.org/community/siel1u11
- [56] https://theingots.org/community/sil1u10
- [57] https://theingots.org/community/sil2u10
- [58] https://theingots.org/community/sil3u10
- [59] https://theingots.org/community/siel1u12[60] https://theingots.org/community/sil1u11
- [61] https://theingots.org/community/sil2u11
- [62] https://theingots.org/community/sil3u11
- [63] https://theingots.org/community/siel1u13
- [64] https://theingots.org/community/sil1u12
- [65] https://theingots.org/community/sil2u12

[66] https://theingots.org/community/sil3u12 [67] https://theingots.org/community/siel1u14 [68] https://theingots.org/community/sil1u13 [69] https://theingots.org/community/sil2u13 [70] https://theingots.org/community/sil3u13 [71] https://theingots.org/community/siel1u29 [72] https://theingots.org/community/sil1U14 [73] https://theingots.org/community/sil2u14 [74] https://theingots.org/community/sil3u14 [75] https://theingots.org/community/siel2u0reg [76] https://theingots.org/community/sil1u15 [77] https://theingots.org/community/sil2u15 [78] https://theingots.org/community/sil3u15 [79] https://theingots.org/community/siel2u1 [80] https://theingots.org/community/sil1u16 [81] https://theingots.org/community/sil2u16 [82] https://theingots.org/community/sil3u17 [83] https://theingots.org/community/siel2u2 [84] https://theingots.org/community/sil1u17 [85] https://theingots.org/community/sil2u17 [86] https://theingots.org/community/sil3u23 [87] https://theingots.org/community/siel2u3 [88] https://theingots.org/community/sil1u18 [89] https://theingots.org/community/sil2u18 [90] https://theingots.org/community/sil3u24 [91] https://theingots.org/community/siel2u4 [92] https://theingots.org/community/sil1u19 [93] https://theingots.org/community/sil2u19 [94] https://theingots.org/community/sil3u27 [95] https://theingots.org/community/siel2u5 [96] https://theingots.org/community/sil1u20 [97] https://theingots.org/community/sil2u20 [98] https://theingots.org/community/sil3U28 [99] https://theingots.org/community/siel2u6 [100] https://theingots.org/community/sil1u21 [101] https://theingots.org/community/sil2u21 [102] https://theingots.org/community/sil3u29 [103] https://theingots.org/community/siel2u7 [104] https://theingots.org/community/sil1u22 [105] https://theingots.org/community/sil2u22 [106] https://theingots.org/community/sil3u32 [107] https://theingots.org/community/siel2u8 [108] https://theingots.org/community/sil1u23 [109] https://theingots.org/community/sil2u23 [110] https://theingots.org/community/sil3u33 [111] https://theingots.org/community/siel2u9 [112] https://theingots.org/community/sil1u24 [113] https://theingots.org/community/sil2u24 [114] https://theingots.org/community/sil3u37 [115] https://theingots.org/community/siel2u10 [116] https://theingots.org/community/sil1u25 [117] https://theingots.org/community/sil2u25 [118] https://theingots.org/community/sil3u40 [119] https://theingots.org/community/siel2u11 [120] https://theingots.org/community/sil1u26 [121] https://theingots.org/community/sil2u26 [122] https://theingots.org/community/sil3u41

[123] https://theingots.org/community/siel2u12 [124] https://theingots.org/community/sil1u27

```
[125] https://theingots.org/community/sil2u27
[126] https://theingots.org/community/sil3u42
[127] https://theingots.org/community/siel2u14
[128] https://theingots.org/community/sil1u28
[129] https://theingots.org/community/sil2u28
[130] https://theingots.org/community/sil3u44
[131] https://theingots.org/community/siel2u16
[132] https://theingots.org/community/sil1u29
[133] https://theingots.org/community/sil2u29
[134] https://theingots.org/community/sil3u57
[135] https://theingots.org/community/siel2u26
[136] https://theingots.org/community/sil1u30
[137] https://theingots.org/community/sil2u30
[138] https://theingots.org/community/sil3u60
[139] https://theingots.org/community/siel2u29
[140] https://theingots.org/community/sil1u31
[141] https://theingots.org/community/sil2u32
[142] https://theingots.org/community/sil3u61
[143] https://theingots.org/community/siel2u32
[144] https://theingots.org/community/sil1u32
[145] https://theingots.org/community/sil2u33
[146] https://theingots.org/community/sil3u62
[147] https://theingots.org/community/siel3u36
[148] https://theingots.org/community/sil1u36
[149] https://theingots.org/community/sil2u34
[150] https://theingots.org/community/sil3u63
[151] https://theingots.org/community/siel3u0reg
[152] https://theingots.org/community/sil1u38
[153] https://theingots.org/community/sil2u35
[154] https://theingots.org/community/sil3u64
[155] https://theingots.org/community/siel3u1
[156] https://theingots.org/community/sil1u39
[157] https://theingots.org/community/sil2u38
[158] https://theingots.org/community/sil3u65
[159] https://theingots.org/community/siel3u2
[160] https://theingots.org/community/sil1u43
[161] https://theingots.org/community/sil2u39
[162] https://theingots.org/community/sil3u66
[163] https://theingots.org/community/siel3u3
[164] https://theingots.org/community/sil1u50
[165] https://theingots.org/community/sil2u43
[166] https://theingots.org/community/sil3u67
[167] https://theingots.org/community/siel3u noprogression 1169
[168] https://theingots.org/community/sil1u51
[169] https://theingots.org/community/sil2u50
[170] https://theingots.org/community/siel3u5
[171] https://theingots.org/community/sil1u102
[172] https://theingots.org/community/sil2u51
[173] https://theingots.org/community/siel3u6
[174] https://theingots.org/community/sil1u103
[175] https://theingots.org/community/sil2u70
[176] https://theingots.org/community/siel3u7
[177] https://theingots.org/community/sil1u105
[178] https://theingots.org/community/sil2u71
[179] https://theingots.org/community/siel3u4
[180] https://theingots.org/community/sil2u72
[181] https://theingots.org/community/siel3u10
[182] https://theingots.org/community/sil2u73
[183] https://theingots.org/community/siel3u14
```

- [184] https://theingots.org/community/sil2u80
- [185] https://theingots.org/community/siel3u15
- [186] https://theingots.org/community/sil2u81
- [187] https://theingots.org/community/siel3u16
- [188] https://theingots.org/community/sil2u82
- [189] https://theingots.org/community/siel3u20
- [190] https://theingots.org/community/sil2u83
- [191] https://theingots.org/community/siel3u23
- [192] https://theingots.org/community/sil2u84
- [193] https://theingots.org/community/siel3u25
- [194] https://theingots.org/community/sil2u85
- [195] https://theingots.org/community/siel3u26
- [196] https://theingots.org/community/siel3u28
- [197] https://theingots.org/community/siel3u32