
Schools ITQ Entry 2 Unit 5 - (Bronze 5)

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

1. Know about health and safety measures that should be followed when using ICT equipment

[1.1 Outline safety checks that need to be made prior to using ICT equipment.](#) [5]

[1.2 State how often breaks should be taken when using a computer.](#) [7]

[1.3 State a reason for taking breaks when using a computer.](#) [9]

[1.4 Demonstrate personal posture needed when using a desk top computer.](#) [11]

[1.5 State where support can be obtained when adjustments are required for own safety and comfort.](#) [12]

2. Know about PINs and passwords

[2.1 Give examples of where PINs and passwords may be required.](#) [6]

[2.2 State why PINs and passwords need to be secure.](#) [8]

[2.3 State how to keep PINs and passwords secure.](#) [10]

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Entry Level

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Level 2

Level 3

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[Entry Level 2, Unit 6 - Using ICT in the Workplace \(3 credits\) \[38\]](#)

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[Level 1, Unit 8 - Using the Internet \(3 credits\) \[43\]](#)

[Level 2, Unit 8 - Using the internet \(4 credits\) \[44\]](#)

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[Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place \(2 credits\) \[46\]](#)

[Level 1, Unit 9 - Drawing and planning \(2 credits\) \[47\]](#)

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