
Schools ITQ Entry 2 Unit 6 - (Bronze 2)

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- Click on the links in the table below for specific guidance on the assessment criteria.

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

1. Know the importance of making effective use of ICT in the workplace

[1.1 Outline key reasons why effective use of ICT is important in the workplace.](#) [5]

2. Be able to identify the ICT requirements of workplace tasks

[2.1 Identify the ICT requirements of some routine workplace tasks.](#) [6]

3. Be able to make safe use of an ICT system to undertake workplace tasks

[3.1 Use ICT to carry out routine, straightforward workplace tasks.](#) [7]

[3.2 Follow workplace guidelines to store files.](#) [10]

[3.3 Be able to minimise physical stress when using ICT \(e.g. by adjusting seating and](#)

4. Be able to use ICT to find information in the workplace

[4.1 Use straightforward search techniques to find specific information for a routine workplace task.](#) [8]

5. Be able to use ICT to present and share information in the workplace

[5.1 Use ICT to present work-related information to colleagues including: text; images; numbers.](#) [9]

[lighting](#). [11]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [13]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [14]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [15]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [16]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [17]	Level 1, Unit 2 - Website Software (3 credits) [18]	Level 2, Unit 2 - Website Software (4 credits) [19]	Level 3, Unit 2 - Website Software (5 credits) [20]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [21]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [22]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [23]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [24]
Entry Level 2, Unit 3 - Online Basics (2 credits) [25]	Level 1, Unit 4 - IT Security for Users (1 credit) [26]	Level 2, Unit 4 - IT Security for Users (2 credits) [27]	Level 3, Unit 4 - IT Security for Users (3 credits) [28]
Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [29]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [30]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [31]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [32]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [33]	Level 1, Unit 6 - Specialist Software (2 credits) [34]	Level 2, Unit 6 - Specialist software (3 credits) [35]	Level 3, Unit 6 - Specialist Software (4 credits) [36]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [37]	Level 1, Unit 7 - Word Processing (3 credits) [38]	Level 2, Unit 7 - Word processing (4 credits) [39]	Level 3, Unit 7 - Word Processing Software (6 credits) [40]
Entry Level 2, Unit 7 - Imaging software (2 credits) [41]	Level 1, Unit 8 - Using the Internet (3 credits) [42]	Level 2, Unit 8 - Using the internet (4 credits) [43]	Level 3, Unit 8 - Using the Internet (5 credits) [44]
Entry Level 2, Unit 8 - Using ICT	Level 1, Unit 9 - Drawing and	Level 2, Unit 9 - Drawing and	Level 3, Unit 9 - Drawing and

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Equipment in a Work Place (2 credits) [45]	planning (2 credits) [46]	planning (3 credits) [47]	Planning Software (4 credits) [48]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [49]	Level 1, Unit 10 - Presentation Software (3 credits) [50]	Level 2, Unit 10 - Presentation software (4 credits) [51]	Level 3, Unit 10 - Presentation Software (6 credits) [52]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [53]	Level 1, Unit 11 - Database Software (3 credits) [54]	Level 2, Unit 11 - Database software (4 credits) [55]	Level 3, Unit 11 - Database Software (6 credits) [56]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [57]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [58]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [59]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [60]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [61]	Level 1, Unit 13 - Using Email (2 credits) [62]	Level 2, Unit 13 - Using Email (3 credits) [63]	Level 3, Unit 13 - Using Email (3 credits) [64]
Entry Level 3, Unit 2 - Online Basics (1 credit) [65]	Level 1, Unit 14 - Audio Software (2 credits) [66]	Level 2, Unit 14 - Audio Software (3 credits) [67]	Level 3, Unit 14 - Audio Software (4 credits) [68]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [69]	Level 1, Unit 15 - Imaging Software (3 credits) [70]	Level 2, Unit 15 - Imaging Software (4 credits) [71]	Level 3, Unit 15 - Imaging Software (5 credits) [72]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [73]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [74]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [75]	Level 3, Unit 17 - Video Software (4 credits) [76]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [77]	Level 1, Unit 17 - Video Software (2 credits) [78]	Level 2, Unit 17 - Video Software (3 credits) [79]	Level 3, Unit 23 - Multimedia Software (6 credits) [80]
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [81]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [82]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [83]	Level 3, Unit 24 - Additive Manufacture (6 credits) [84]
Entry Level 3, Unit 7 - Producing Charts Using ICT	Level 1, Unit 19 - IT User Fundamentals (3	Level 2, Unit 19 - IT User Fundamentals (3	Level 3, Unit 27 - Design Software (5 credits) [88]

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(3 credits) [85]	credits) [86]	credits) [87]	
Entry Level 3, Unit 8 - IT Security for users (1 credit) [89]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [90]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [91]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [92]
Entry Level 3, Unit 10 - Presentation software (2 credits) [93]	Level 1, Unit 21 - Data Management Software (2 credits) [94]	Level 2, Unit 21 - Data Management Software (3 credits) [95]	Level 3, Unit 29 - Set Up an IT System (5 credits) [96]
Entry Level 3, Unit 28 - Personal information management software (1 credit) [97]	Level 1, Unit 22 - Understanding the social and environmental impact of architecture and construction (3 credits) [98]	Level 2, Unit 22 - Understanding the social and environmental impact of architecture and construction (4 credits) [99]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [100]
	Level 1, Unit 23 - Multimedia Software (3 credits) [101]	Level 2, Unit 23 - Multimedia Software (4 credits) [102]	Level 3, Unit 37 - Internet of Things (6 credits) [103]
	Level 1, Unit 24 - Additive Manufacture (3 credits) [104]	Level 2, Unit 24 - Additive Manufacture (3 credits) [105]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [106]
	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [107]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [108]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [109]
	Level 1, Unit 26 - Computer Games Development (3 credits) [110]	Level 2, Unit 26 - Computer Games Development (4 credits) [111]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [112]
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	Level 1, Unit 29 - Set Up an IT	Level 2, Unit 29 - Set Up an IT	Level 3, Unit 60 - Cisco CCNA 1 -

System (3 credits) [119]	System (4 credits) [120]	Introduction to Networks (6 credits) [121]
Level 1, Unit 31 - Internet Safety for IT users (3 credits) [122]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [123]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [124]
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Level 1, Unit 34 - Financial Modelling (3 credits) [128]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [129]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [130]
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	Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [140]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [141]
	Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4	

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[Level 2, Unit 82 -
Digital Editing and
Publishing \(3
credits\)](#) [143]

[Level 2, Unit 83 -
Digital Design and
Graphics \(3
credits\)](#) [144]

[Level 2, Unit 84 -
Digital Modelling
and Data
Management \(3
credits\)](#) [145]

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