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## 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]

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[138] <https://theingots.org/community/sil1u31>  
[139] <https://theingots.org/community/sil2u32>  
[140] <https://theingots.org/community/sil3u60>  
[141] <https://theingots.org/community/siel2u32>  
[142] <https://theingots.org/community/sil1u32>  
[143] <https://theingots.org/community/sil2u33>  
[144] <https://theingots.org/community/sil3u61>  
[145] <https://theingots.org/community/siel3u36>  
[146] <https://theingots.org/community/sil1u36>  
[147] <https://theingots.org/community/sil2u34>  
[148] <https://theingots.org/community/sil3u62>  
[149] <https://theingots.org/community/siel3u0reg>  
[150] <https://theingots.org/community/sil1u38>  
[151] <https://theingots.org/community/sil2u35>  
[152] <https://theingots.org/community/sil3u63>  
[153] <https://theingots.org/community/siel3u1>  
[154] <https://theingots.org/community/sil1u39>  
[155] <https://theingots.org/community/sil2u38>  
[156] <https://theingots.org/community/sil3u64>  
[157] <https://theingots.org/community/siel3u2>  
[158] <https://theingots.org/community/sil1u43>  
[159] <https://theingots.org/community/sil2u39>  
[160] <https://theingots.org/community/sil3u65>  
[161] <https://theingots.org/community/siel3u3>  
[162] <https://theingots.org/community/sil1u50>  
[163] <https://theingots.org/community/sil2u43>  
[164] <https://theingots.org/community/sil3u66>  
[165] [https://theingots.org/community/siel3u\\_noprogression\\_1169](https://theingots.org/community/siel3u_noprogression_1169)  
[166] <https://theingots.org/community/sil1u51>  
[167] <https://theingots.org/community/sil2u50>  
[168] <https://theingots.org/community/sil3u67>  
[169] <https://theingots.org/community/siel3u5>

[170] <https://theingots.org/community/sil1u102>  
[171] <https://theingots.org/community/sil2u51>  
[172] <https://theingots.org/community/siel3u6>  
[173] <https://theingots.org/community/sil1u103>  
[174] <https://theingots.org/community/sil2u70>  
[175] <https://theingots.org/community/siel3u7>  
[176] <https://theingots.org/community/sil1u105>  
[177] <https://theingots.org/community/sil2u71>  
[178] <https://theingots.org/community/siel3u4>  
[179] <https://theingots.org/community/sil2u72>  
[180] <https://theingots.org/community/siel3u10>  
[181] <https://theingots.org/community/sil2u73>  
[182] <https://theingots.org/community/siel3u14>  
[183] <https://theingots.org/community/sil2u80>  
[184] <https://theingots.org/community/siel3u15>  
[185] <https://theingots.org/community/sil2u81>  
[186] <https://theingots.org/community/siel3u16>  
[187] <https://theingots.org/community/sil2u82>  
[188] <https://theingots.org/community/siel3u20>  
[189] <https://theingots.org/community/sil2u83>  
[190] <https://theingots.org/community/siel3u23>  
[191] <https://theingots.org/community/sil2u84>  
[192] <https://theingots.org/community/siel3u25>  
[193] <https://theingots.org/community/sil2u85>  
[194] <https://theingots.org/community/siel3u26>  
[195] <https://theingots.org/community/siel3u28>  
[196] <https://theingots.org/community/siel3u32>