

## Schools ITQ Entry 2 Unit 8 - (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 8 - Using ICT Equipment in a Work Place (2 credits)

**1. Know health and safety rules when using ICT equipment in a work place.**

[1.1 Follow health and safety rules when using ICT equipment in a work place.](#) [5]

[1.2 Identify who to report faulty ICT equipment to.](#) [9]

[1.3 Identify who to report an accident to.](#) [13]

**2. Know types of ICT equipment in a work place.**

[2.1 Identify types of common ICT equipment used in a work place.](#) [6]

[2.2 Name common pieces of ICT equipment used in a work place.](#) [10]

[2.3 Identify his/her use of ICT equipment in a work place.](#) [14]

**3. Be able to use ICT equipment in a work place.**

[3.1 Identify why ICT equipment must be checked for safety.](#) [7]

[3.2 Check that ICT equipment is safe to use.](#) [11]

[3.3 Carry out activities in the work place using ICT equipment safely.](#) [15]

**4. Be able to look after ICT equipment in a work place.**

[4.1 Identify ways to keep an ICT work station tidy.](#) [8]

[4.2 Tidy ICT equipment after use.](#) [12]

[4.3 Turn ICT equipment on and off.](#) [16]

[4.4 Identify where to store ICT equipment in a work place.](#) [17]

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<a href="#">Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits)</a> [35]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [36]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [37]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [38]
<a href="#">Entry Level 1, Unit 5 - Safe Working Practices (2 credits)</a> [39]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [40]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [41]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [42]
<a href="#">Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits)</a> [43]	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits)</a> [44]	<a href="#">Level 2, Unit 6 - Specialist software (3 credits)</a> [45]	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits)</a> [46]
<a href="#">Entry Level 1, Unit 7 - Imaging software (2 credits)</a> [47]	<a href="#">Level 1, Unit 7 - Word Processing (3 credits)</a> [48]	<a href="#">Level 2, Unit 7 - Word processing (4 credits)</a> [49]	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits)</a> [50]
<a href="#">Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits)</a> [51]	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits)</a> [52]	<a href="#">Level 2, Unit 8 - Using the internet (4 credits)</a> [53]	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits)</a> [54]
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<a href="#">Entry Level 1, Unit 12 - Presentation Software (2 credits) [63]</a>	<a href="#">Level 1, Unit 11 - Database Software (3 credits) [64]</a>	<a href="#">Level 2, Unit 11 - Database software (4 credits) [65]</a>	<a href="#">Level 3, Unit 11 - Database Software (6 credits) [66]</a>
<a href="#">Entry Level 1, Unit 13 - Computer Games Development (2 credits) [67]</a>	<a href="#">Level 1, Unit 12 - Desktop Publishing Software (3 credits) [68]</a>	<a href="#">Level 2, Unit 12 - Desktop Publishing Software (4 credits) [69]</a>	<a href="#">Level 3, Unit 12 - Desktop Publishing Software (5 credits) [70]</a>
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[110] <https://theingots.org/community/sil3u30>  
[111] <https://theingots.org/community/siel2u8>  
[112] <https://theingots.org/community/sil1u23>  
[113] <https://theingots.org/community/sil2u23>

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[114] <https://theingots.org/community/sil3u32>  
[115] <https://theingots.org/community/siel2u9>  
[116] <https://theingots.org/community/sil1u24>  
[117] <https://theingots.org/community/sil2u24>  
[118] <https://theingots.org/community/sil3u33>  
[119] <https://theingots.org/community/siel2u10>  
[120] <https://theingots.org/community/sil1u25>  
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[122] <https://theingots.org/community/sil3u37>  
[123] <https://theingots.org/community/siel2u11>  
[124] <https://theingots.org/community/sil1u26>  
[125] <https://theingots.org/community/sil2u26>  
[126] <https://theingots.org/community/sil3u40>  
[127] <https://theingots.org/community/siel2u12>  
[128] <https://theingots.org/community/sil1u27>  
[129] <https://theingots.org/community/sil2u27>  
[130] <https://theingots.org/community/sil3u41>  
[131] <https://theingots.org/community/siel2u14>  
[132] <https://theingots.org/community/sil1u28>  
[133] <https://theingots.org/community/sil2u28>  
[134] <https://theingots.org/community/sil3u42>  
[135] <https://theingots.org/community/siel2u16>  
[136] <https://theingots.org/community/sil1u29>  
[137] <https://theingots.org/community/sil2u29>  
[138] <https://theingots.org/community/sil3u44>  
[139] <https://theingots.org/community/siel2u26>  
[140] <https://theingots.org/community/sil1u30>  
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[142] <https://theingots.org/community/sil3u57>  
[143] <https://theingots.org/community/siel2u29>  
[144] <https://theingots.org/community/sil1u31>  
[145] <https://theingots.org/community/sil2u32>  
[146] <https://theingots.org/community/sil3u60>  
[147] <https://theingots.org/community/siel2u32>  
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[150] <https://theingots.org/community/sil3u61>  
[151] <https://theingots.org/community/siel3u36>  
[152] <https://theingots.org/community/sil1u36>  
[153] <https://theingots.org/community/sil2u34>  
[154] <https://theingots.org/community/sil3u62>  
[155] <https://theingots.org/community/siel3u0reg>  
[156] <https://theingots.org/community/sil1u38>  
[157] <https://theingots.org/community/sil2u35>  
[158] <https://theingots.org/community/sil3u63>  
[159] <https://theingots.org/community/siel3u1>  
[160] <https://theingots.org/community/sil1u39>  
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[162] <https://theingots.org/community/sil3u64>  
[163] <https://theingots.org/community/siel3u2>  
[164] <https://theingots.org/community/sil1u43>  
[165] <https://theingots.org/community/sil2u39>  
[166] <https://theingots.org/community/sil3u65>  
[167] <https://theingots.org/community/siel3u3>  
[168] <https://theingots.org/community/sil1u50>  
[169] <https://theingots.org/community/sil2u43>  
[170] <https://theingots.org/community/sil3u66>  
[171] [https://theingots.org/community/siel3u\\_noprogression\\_1169](https://theingots.org/community/siel3u_noprogression_1169)  
[172] <https://theingots.org/community/sil1u51>

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[173] <https://theingots.org/community/sil2u50>  
[174] <https://theingots.org/community/sil3u67>  
[175] <https://theingots.org/community/siel3u5>  
[176] <https://theingots.org/community/sil1u102>  
[177] <https://theingots.org/community/sil2u51>  
[178] <https://theingots.org/community/siel3u6>  
[179] <https://theingots.org/community/sil1u103>  
[180] <https://theingots.org/community/sil2u70>  
[181] <https://theingots.org/community/siel3u7>  
[182] <https://theingots.org/community/sil1u105>  
[183] <https://theingots.org/community/sil2u71>  
[184] <https://theingots.org/community/siel3u4>  
[185] <https://theingots.org/community/sil2u72>  
[186] <https://theingots.org/community/siel3u10>  
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[189] <https://theingots.org/community/sil2u80>  
[190] <https://theingots.org/community/siel3u15>  
[191] <https://theingots.org/community/sil2u81>  
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[193] <https://theingots.org/community/sil2u82>  
[194] <https://theingots.org/community/siel3u20>  
[195] <https://theingots.org/community/sil2u83>  
[196] <https://theingots.org/community/siel3u23>  
[197] <https://theingots.org/community/sil2u84>  
[198] <https://theingots.org/community/siel3u25>  
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[200] <https://theingots.org/community/siel3u26>  
[201] <https://theingots.org/community/siel3u28>  
[202] <https://theingots.org/community/siel3u32>