## Schools ITQ Entry 2 Unit 10 - (Bronze 2)

**BACK TO SCHOOLS ITO [1]** 

Handbook home page [2]

- General guidance for interpreting OCF gualification 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 10 - ICT for Employment (1 credit)

1. Recognise the types of information and communication technology that are used in a place of work

2. Know how to use relevant information and communication technology systems

1.1 Identify 3 different types of information and communication technology used in a place of work. [5]

2.1 Use 2 types of information and communication technology systems appropriately and within place of work guidelines. [6]

1.2 Give a simple description of their uses. [7]

2.2 dentify who to contact for help and support when using information and communication technology. [8]

# **Links to ITQ units**

Entry Level	Level 1	Level 2	Level 3
Entry Level 1. Unit R - Registration [10]	Level 1, Unit R -	Level 2, Unit R -	Level 3, Unit R -
	Registration [11]	Registration [12]	Registration [13]
Entry Level 1. Unit 1 - Improving Productivity Using IT (1 credit) [14]	Level 1, Unit 1 -	Level 2, Unit 1 -	Level 3, Unit 1 -
	Improving	Improving	Improving
	Productivity Using	Productivity Using	Productivity Using
	IT (3 credits) [15]	IT (4 credits) [16]	IT (5 credits) [17]

Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [18]	Level 1, Unit 2 - Website Software (3 credits) [19]	Level 2, Unit 2 - Website Software (4 credits) [20]	Level 3, Unit 2 - Website Software (5 credits) [21]
Entry Level 1. Unit 3 - Online Basics (2 credits) [22]	Level 1, Unit 3 -	Level 2, Unit 3 -	Level 3, Unit 3 -
	Using	Using	Using
	Collaborative	Collaborative	Collaborative
	Technologies (3	Technologies (4	Technologies (6
	credits) [23]	credits) [24]	credits) [25]
Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits) [26]	Level 1, Unit 4 - IT Security for Users (1 credit) [27]	Level 2, Unit 4 - IT Security for Users (2 credits) [28]	Level 3, Unit 4 - IT Security for Users (3 credits) [29]
Entry Level 1,	Level 1, Unit 5 -	Level 2. Unit 5 -	Level 3, Unit 5 -
Unit 5 - Safe	Spreadsheet	Spreadsheet	Spreadsheet
Working Practices	Software (3	Software (4	Software (6
(2 credits) [30]	credits) [31]	credits) [32]	credits) [33]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [34]	Level 1, Unit 6 -	Level 2, Unit 6 -	Level 3, Unit 6 -
	Specialist	Specialist	Specialist
	Software (2	software (3	Software (4
	credits) [35]	credits) [36]	credits) [37]
Entry Level 1. Unit 7 - Imaging software (2 credits) [38]	Level 1, Unit 7 - Word Processing (3 credits) [39]	Level 2, Unit 7 - Word processing (4 credits) [40]	Level 3, Unit 7 - Word Processing Software (6 credits) [41]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [42]	Level 1, Unit 8 - Using the Internet (3 credits) [43]	Level 2, Unit 8 - Using the internet (4 credits) [44]	<u>Level 3, Unit 8 -</u> <u>Using the Internet</u> (5 credits) [45]
Entry Level 1. Unit 9 - Using Word Processing Software (2 credits) [46]	Level 1, Unit 9 -	Level 2, Unit 9 -	Level 3, Unit 9 -
	Drawing and	Drawing and	Drawing and
	planning (2	planning (3	Planning Software
	credits) [47]	credits) [48]	(4 credits) [49]
Entry Level 1. Unit 11 - Audio and Video Software (2 credits) [50]	Level 1. Unit 10 -	Level 2, Unit 10 -	Level 3, Unit 10 -
	Presentation	Presentation	Presentation
	Software (3	software (4	Software (6
	credits) [51]	credits) [52]	credits) [53]
Entry Level 1. Unit 12 - Presentation Software (2 credits) [54]	Level 1, Unit 11 - <u>Database</u> <u>Software (3</u> <u>credits)</u> [55]	Level 2, Unit 11 - Database software (4 credits) [56]	Level 3, Unit 11 - <u>Database</u> <u>Software (6</u> <u>credits)</u> [57]

Entry Level 1,	Level 1, Unit 12 -	Level 2, Unit 12 -	Level 3, Unit 12 -
Unit 13 -	Desktop	Desktop	Desktop
Computer Games	Publishing	Publishing	Publishing
Development (2	Software (3	Software (4	Software (5
credits) [58]	credits) [59]	credits) [60]	credits) [61]
Entry Level 1, Unit 14 - Video Communication (2 credits) [62]	Level 1, Unit 13 - Using Email (2 credits) [63]	Level 2, Unit 13 - Using Email (3 credits) [64]	Level 3, Unit 13 - Using Email (3 credits) [65]
Entry Level 1. Unit 29 - Understand social media (2 credits) [66]	Level 1. Unit 14 -	Level 2, Unit 14 -	Level 3. Unit 14 -
	Audio Software (2	Audio Software (3	Audio Software (4
	credits) [67]	credits) [68]	credits) [69]
Entry Level 2,	Level 1, Unit 15 -	Level 2, Unit 15 -	Level 3, Unit 15 -
Unit R -	Imaging Software	Imaging Software	Imaging Software
Registration [70]	(3 credits) [71]	(4 credits) [72]	(5 credits) [73]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [74]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [75]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [76]	Level 3, Unit 17 - Video Software (4 credits) [77]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [78]	Level 1, Unit 17 - Video Software (2 credits) [79]	Level 2, Unit 17 - Video Software (3 credits) [80]	Level 3, Unit 23 - Multimedia Software (6 credits) [81]
Entry Level 2,	Level 1, Unit 18 -	Level 2, Unit 18 -	Level 3, Unit 24 -
Unit 3 - Online	IT Software	IT Software	Additive
Basics (2 credits)	Fundamentals (3	Fundamentals (3	Manufacture (6
[82]	credits) [83]	credits) [84]	credits) [85]
Entry Level 2. Unit 4 -Desktop Publishing Software (2 credits) [86]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [87]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [88]	Level 3, Unit 27 - Design Software (5 credits) [89]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [90]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [91]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [92]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [93]
Entry Level 2,	Level 1, Unit 21 -	Level 2, Unit 21 -	Level 3, Unit 29 -
Unit 6 - Using ICT	Data Management	Data Management	Set Up an IT
in the Workplace	Software (2	Software (3	System (5 credits)
(3 credits) [94]	credits) [95]	credits) [96]	[97]
Entry Level 2.	<u>Level 1, Unit 22-</u>	<u>Level 2, Unit 22</u>	<u>Level 3, Unit 32 -</u>
Unit 7 - Imaging	<u>Understanding the</u>	<u>-Understanding</u>	<u>Computerised</u>

software (2 credits) [98]	social and environmental impact of architecture and construction (3 credits) [99]	the social and environmental impact of architecture and construction (4 credits) [100]	Accounting Software (5 credits) [101]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [102]	Level 1, Unit 23 - Multimedia Software (3 credits) [103]	Level 2, Unit 23 - Multimedia Software (4 credits) [104]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [105]
Entry Level 2. Unit 9 - Using Word Processing Software (2 credits) [106]	Level 1, Unit 24 - Additive Manufacture (3 credits) [107]	Level 2, Unit 24 - Additive Manufacture (3 credits) [108]	Level 3, Unit 37 - Internet of Things (6 credits) [109]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [110]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [111]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [112]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [113]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [114]	Level 1, Unit 26 - Computer Games Development (3 credits) [115]	Level 2, Unit 26 - Computer Games Development (4 credits) [116]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [117]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [118]	Level 1, Unit 27 - Design Software (3 credits) [119]	Level 2, Unit 27 - Design Software (4 credits) [120]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [121]
Entry Level 2. Unit 14 - Video Communication (2 credits) [122]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [123]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [124]	Level 3, Unit 44 - Bespoke Software (4 credits) [125]
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [126]	Level 1, Unit 29 - Set Up an IT System (3 credits) [127]	Level 2, Unit 29 - Set Up an IT System (4 credits) [128]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [129]
Entry Level 2, Unit 26 - Computer Games Development (2 credits) [130]	Level 1, Unit 30 - CAD (3 credits) [131]	Level 2, Unit 30 - CAD (3 credits) [132]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [133]

Entry Level 2. Unit 29 - Understand social media (2 credits) [134]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [135]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [136]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [137]
Entry Level 2, Unit 32 - Website Software (2 credits) [138]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [139]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [140]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [141]
Entry Level 2, Unit 36 - Specialist Software (2 credits) [142]	Level 1, Unit 36 - Financial Modelling (3 credits) [143]	Level 2, Unit 34 - Developing skills for project management (4 credits) [144]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [145]
Entry Level 3, Unit R - Registration [146]	Level 1, Unit 38 - Animation Software (3 credits) [147]	Level 2, Unit 35 - Using Project Management Software (4 credits) [148]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [149]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [150]	Level 1, Unit 39 - Digital Art (3 credits) [151]	Level 2, Unit 38 - Animation Software (4 credits) [152]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [153]
Entry Level 3. Unit 2 - Online Basics (1 credit) [154]	Level 1, Unit 43 - E-safety for learners (2 credits) [155]	Level 2, Unit 39 - Digital Art (4 credits) [156]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [157]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [158]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [159]	Level 2, Unit 43 - E-safety for learners (3 credits) [160]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [161]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [162]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [163]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [164]	
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [165]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [166]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [167]	

Entry Level 3. Unit 6 - Communicating Information Using ICT (3 credits) [168]	Level 1, Unit 103 - Digital Modelling (4 credits) [169]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [170]
Entry Level 3. Unit 7 - Producing Charts Using ICT (3 credits) [171]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [172]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [173]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [174]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [175]
Entry Level 3. Unit 10 - Presentation software (2 credits) [176]		DELLevel 2. Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [177]
Entry Level 3. Unit 14 - Audio and Video Software (2 credits) [178]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [179]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [180]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [181]
Entry Level 3. Unit 16 - Using Collaborative Technologies (3 credits) [182]		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [183]
Entry Level 3. Unit 20 - Introduction to Using mobile IT devices (2 credits) [184]		Level 2, Unit 83 - Digital Design and Graphics (3 credits) [185]
Entry Level 3. Unit 23 - Multimedia		Level 2, Unit 84 - Digital Modelling and Data

Software (2 credits) [186]

Entry Level 3, Unit 25 -Developing Computer Games and Puzzles (3 credits) [188]

Entry Level 3, Unit 26 -Computer Games Development (3 credits) [190]

Entry Level 3.
Unit 28 - Personal
information
management
software (1 credit)
[191]

Entry Level 3, Unit 32 - Website Software (2 credits) [192]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [142] Management (3 credits) [187]

Level 2, Unit 85 -Virtual Reality and the Development Life Cycle (4 credits) [189]

Source URL: https://theingots.org/community/SIEL2U10

#### Links

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[3] https://theingots.org/community/QCF levels

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