

Schools ITQ Entry 2 Unit 10 - (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 10 - ICT for Employment (1 credit)

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

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

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

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

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

[2.2 identify who to contact for help and support when using information and communication technology.](#) [8]

Links to ITQ units

Entry Level

Level 1

Level 2

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[Entry Level 2, Unit 3 - Online Basics \(2 credits\) \[22\]](#)

[Level 1, Unit 4 - IT Security for Users \(1 credit\) \[23\]](#)

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[Entry Level 2, Unit 4 -Desktop Publishing Software \(2 credits\) \[26\]](#)

[Level 1, Unit 5 - Spreadsheet Software \(3 credits\) \[27\]](#)

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[Entry Level 2, Unit 5 - Using ICT: Safe Working Practices \(1 credit\) \[30\]](#)

[Level 1, Unit 6 - Specialist Software \(2 credits\) \[31\]](#)

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[Entry Level 2, Unit 6 - Using ICT in the Workplace \(3 credits\) \[34\]](#)

[Level 1, Unit 7 - Word Processing \(3 credits\) \[35\]](#)

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[Level 3, Unit 7 - Word Processing Software \(6 credits\) \[37\]](#)

[Entry Level 2, Unit 7 - Imaging software \(2 credits\) \[38\]](#)

[Level 1, Unit 8 - Using the Internet \(3 credits\) \[39\]](#)

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[Level 1, Unit 9 - Drawing and planning \(2 credits\) \[43\]](#)

[Level 2, Unit 9 - Drawing and planning \(3 credits\) \[44\]](#)

[Level 3, Unit 9 - Drawing and Planning Software \(4 credits\) \[45\]](#)

[Entry Level 2, Unit 9 - Using Word Processing Software \(2 credits\) \[46\]](#)

[Level 1, Unit 10 - Presentation Software \(3 credits\) \[47\]](#)

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