



# RESOURCES LINK LEVEL 2

VERSION 2 SEPTEMBER 2013

## IT

Level 2 and Level 3



## WELCOME

Resources Link is an e-resource, provided by OCR, for teachers of Cambridge Technicals in IT. It provides descriptions of, and links to, a variety of teaching and learning resources that you may find helpful.

In Resources Link you will find details of OCR's own support materials along with information about publisher partner, endorsed and other independent resources.

Where appropriate, we have mapped the resources to the OCR specifications, and provided information about their cost and format.

If you know of other resources you would like to see included here, or discover broken links, please let us know. We would also like to hear from you if you have any feedback about your use of these, or other, OCR resources. Please contact us at [resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

### Types of Resource

#### OCR Produced Resources

These are resources devised and produced directly by the Resources Development Team at OCR.

#### Publisher Partner Resources

For many subjects OCR works with a publisher partner to ensure that good quality resources such as textbooks are available for first teaching.

Whilst the publisher partner has access to our subject experts and we quality check and endorse these resources they are produced by, and remain the property of, the publisher partner. There is no financial link between OCR and its publisher partners and we do not pay for the development of, or receive any royalties from, these resources.

#### Endorsed Resources

These resources were produced entirely independently of OCR, but we have quality checked them for their suitability as a resource to support our qualifications.

#### Other Resources

Unless specifically stated these resources are completely independently produced and are not endorsed by OCR. We have looked at them though, and we think they could be useful in supporting our specifications.

We leave it to you, as a professional educator, to decide if any of these resources are right for you and your students, and how best to use them.

You can now [click here](#), if you want to see an index of all resources mapped to subject topics, or alternatively flick the bottom right-hand corner of the page to start browsing.



## Games for learning effective communication skills



This website gives ideas for games that can be played in the centre to look at communication skills, particularly speaking, listening and writing.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.ehow.com/way\\_5183464\\_games-learning-effective-communication-skills.html](http://www.ehow.com/way_5183464_games-learning-effective-communication-skills.html)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Interpersonal communication skills



This website gives a guide to interpersonal skills both verbal and non-verbal, focusing on the key elements of interpersonal communication.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.skillsyouneed.co.uk/IPS/Interpersonal\\_Communication.html](http://www.skillsyouneed.co.uk/IPS/Interpersonal_Communication.html)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Communicating technical information to a non-technical audience



This web article focuses on communicating technical information to a non-technical audience and ensuring that the information is understood.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

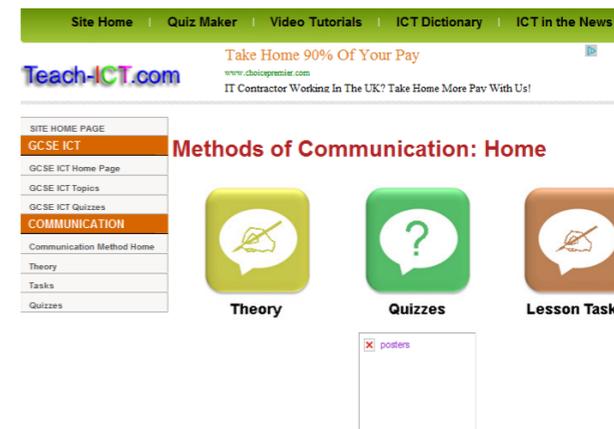
**Format:** Website

[www.ion.icaew.com/Careersblog/18489](http://www.ion.icaew.com/Careersblog/18489)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Communication theory



This website provides links to information on different methods of communication including telephone, fax, email and video conferencing.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.teach-ict.com/gcse\\_new/communication/comm\\_methods/home\\_comm\\_methods.htm](http://www.teach-ict.com/gcse_new/communication/comm_methods/home_comm_methods.htm)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Communicating using a letter



This website provides detailed guidance on how to write a good letter and how to layout a letter.

Supports: OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

Cost: Free

Format: Website

[www.goodletterwriting.co.uk/how-to-write-a-letter.html](http://www.goodletterwriting.co.uk/how-to-write-a-letter.html)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Using spelling and grammar checking



The website has links and exercises on spelling and grammar checking.

Supports: OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

Cost: Free

Format: Website

[www.teach-ict.com/gcse\\_new/software/word\\_processor/miniweb/pg15.htm](http://www.teach-ict.com/gcse_new/software/word_processor/miniweb/pg15.htm)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Blogs



This section of the WebWise website looks at blogging - what is a blog and how to set one up.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.bbc.co.uk/webwise/guides/how-to-get-a-blog](http://www.bbc.co.uk/webwise/guides/how-to-get-a-blog)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## The impact of IT on society and work



A website looking at the implications of IT on society, dealing with both positive and negatives. The site provides a brief summary of some of the main technological developments in IT over the last thirty years.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.benmeadowcroft.com/reports/impact/](http://www.benmeadowcroft.com/reports/impact/)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Cyberbullying



This website looks at one of the negative aspects of IT on social communication - cyberbullying. The chapters cover what is cyberbullying, how it works, why it happens, prevention, action and the law.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.stopcyberbullying.org/index2.html](http://www.stopcyberbullying.org/index2.html)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Negative aspects of social communication



An online news report of one family's experience of social networking.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.dailymail.co.uk/news/article-1344281/Facebook-suicide-None-Simone-Backs-1-082-online-friends-helped-her.html](http://www.dailymail.co.uk/news/article-1344281/Facebook-suicide-None-Simone-Backs-1-082-online-friends-helped-her.html)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Protecting young people from stranger dangers



The CEOP website provides films, presentations, games, lesson plans and posters. This page links to resources for raising awareness of problems and threats.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 1

**Cost:** Free

**Format:** Website

[www.thinkuknow.co.uk/teachers/resources/?tabID=3](http://www.thinkuknow.co.uk/teachers/resources/?tabID=3)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## E-skills web resources site to look at careers in IT



A website that allows learners to look at careers in IT and pathways that are available to them.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

**Cost:** Free but have to register

**Format:** Website

[www.bigambition.co.uk](http://www.bigambition.co.uk)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Belbin team roles



This website allows users to gain an idea of the sort of team player they are, based on the work of Dr Belbin.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

**Cost:** Need to purchase reports

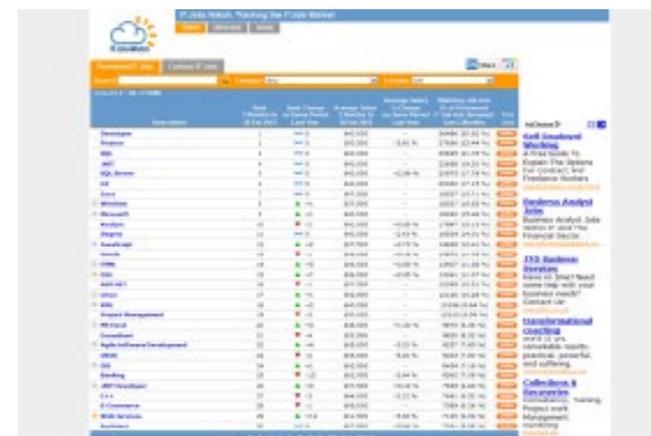
**Format:** Website

[www.belbin.com](http://www.belbin.com)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## IT Jobs Watch



This website allows candidates to see the requirements of IT specific job roles.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

**Cost:** Free

**Format:** Website

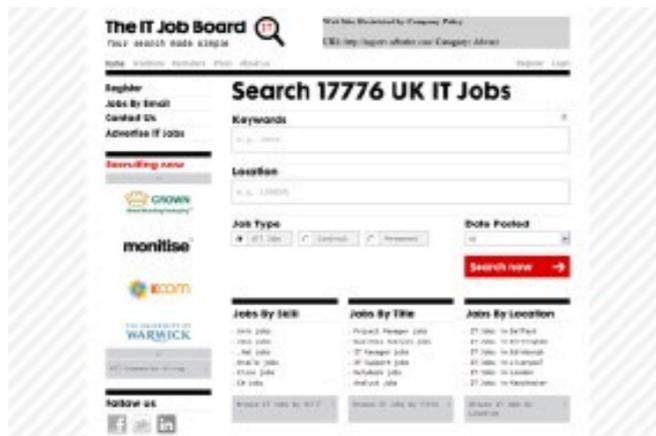
[www.itjobswatch.co.uk](http://www.itjobswatch.co.uk)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## The IT Job Board



This is a job search website that allows candidates to see the requirements of IT specific job roles.

Supports: OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

Cost: Free

Format: Website

[www.theitjobboard.co.uk](http://www.theitjobboard.co.uk)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## IT jobs in the computer games industry



This website gives some details about job roles in the more creative side of the IT industry.

Supports: OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

Cost: Free

Format: Website

[www.skillset.org](http://www.skillset.org)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Sample job description



This online document shows a sample job description for an entry level programmer in order to give some idea of the personal specification that is required, and what a personal specification looks like.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

**Cost:** Free

**Format:** PDF

[www.hrsystems.net/pdf/sfpjob290806.pdf](http://www.hrsystems.net/pdf/sfpjob290806.pdf)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Got what it takes to be part of a professional IT team?



Resources and advice for working in the IT industry.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

**Cost:** Free

**Format:** Website

<http://bringitonni.info/>

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## What do employers really want?



This website provides the generic skills that an employer may want from an employee over and above the skills required for a specific position.

Supports: OCR Level 2 Cambridge Technical Certificate in IT - Unit 2

Cost: Free

Format: Website

[www.quintcareers.com/job\\_skills\\_values.html](http://www.quintcareers.com/job_skills_values.html)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Health and safety in computer rooms



This is an online game that learners can use to identify hazards in computer rooms.

Supports: OCR Level 2 Cambridge Technical Certificate in IT - Unit 4

Cost: Free

Format: Website

[www.interactdev1.co.uk/oldham/ict/health&safety/comp\\_room.htm](http://www.interactdev1.co.uk/oldham/ict/health&safety/comp_room.htm)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Computer Health and Safety



This website takes you through health and safety in terms of display screen equipment and health and safety at work. Topics covered include the law, risks and prevention/precautions.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 4

**Cost:** Free

**Format:** Website

[www.ictknowledgebase.org.uk/healthandsafety](http://www.ictknowledgebase.org.uk/healthandsafety)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Health and Safety



This website introduces learners to some of the most common health problems associated with computer use.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 4

**Cost:** Free

**Format:** Website

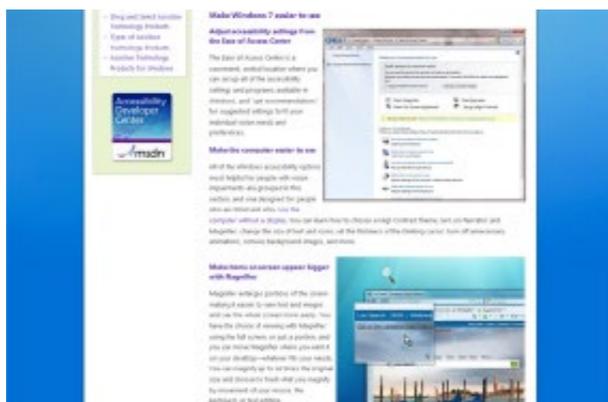
[www.teach-ict.com/gcse\\_new/health\\_safety/home\\_health\\_safety.htm](http://www.teach-ict.com/gcse_new/health_safety/home_health_safety.htm)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)



## Setting up Windows 7 computer for those with visual impairment



This website shows how it is possible to set up Windows 7 for those people with a visual impairment.

**Supports:** OCR Level 2 Cambridge Technical Certificate in IT - Unit 5

**Cost:** Free

**Format:** Website

[www.microsoft.com/enable/guides/vision.aspx#see](http://www.microsoft.com/enable/guides/vision.aspx#see)

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

[resourcesfeedback@ocr.org.uk](mailto:resourcesfeedback@ocr.org.uk)

## Resources Index

click on a resource to go to the appropriate page.

### Unit 1 - Communicating in the IT Industry

- Games for learning effective communication skills
- Interpersonal communication skills
- Communicating technical information to a non-technical audience
- Communication theory
- Communicating using a letter
- Using spelling and grammar checking
- Blogs
- The impact of IT on society and work
- Cyberbullying
- Negative aspects of social communication
- Protecting young people from stranger dangers

### Unit 2 - Working in the IT Industry

- E-skills web resources site to look at careers in IT
- Belbin team roles

- IT Jobs Watch

- The IT Job Board

- IT jobs in the computer games industry

- Sample job description

- Got what it takes to be part of a professional IT team?

- What do employers really want?

### Unit 4 - Installing Computer Hardware

- Health and safety in computer rooms
- Computer health and safety
- Health and safety

### Unit 5 - Installing Computer Software

- Setting up Windows 7 computer for those with visual impairment





IT

Level 2 and Level 3

