

CHCEDS319A**Search and assess online information****Description**

This unit describes the skills and knowledge required to determine, locate and retrieve information using the internet and intranet, in consultation with a teacher

Employability Skills

This unit contains Employability Skills

Application

This unit applies to education support work in a variety of contexts and work is to be undertaken with appropriate guidance, support and supervision by nominated teacher

ELEMENT**PERFORMANCE CRITERIA**

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| 1. Determine and assess information requirements in consultation with teacher | 1.1 Identify and clarify the <i>purpose and scope</i> of the information required |
| | 1.2 Identify possible <i>internal and external sources</i> of <i>online information</i> |
| | 1.3 Identify and use <i>search engines and databases</i> related to information required in consultation with teachers, students and peer group |
| | 1.4 Determine and use <i>key words and phrases</i> to locate online information |
| 2. Locate online information | 2.1 Identify <i>websites and databases</i> |
| | 2.2 Identify <i>key words and phrases</i> for the search using logic and research skills |
| | 2.3 Navigate websites and locate information using key words and phrases identified for the topic |
| | 2.4 Access sufficient information to meet the needs of the research brief |
| 3. Retrieve, evaluate and report on information | 3.1 Download, print or paste information in accordance with the requirements of the research task |
| | 3.2 Ensure information is sufficient, current and accurate to meet requirements |
| | 3.3 Meet <i>legal and ethical requirements</i> relating to copyright and protection of information |
| | 3.4 <i>Organise information in a suitable format</i> |
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REQUIRED SKILLS AND KNOWLEDGE*Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively perform task skills; task management skills; contingency management skills and job/role environment skills as outlined in elements and performance criteria of this unit

These include knowledge of:

- Internet protocols
- Organisation protocols for internet access
- Basic research techniques

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Apply computer technology skills
- Use communication skills to confirm search requirements, access relevant personnel and to gain feedback from learners and other stakeholders
- Apply problem solving involving differing hardware/software profiles, hardware malfunctions
- Use literacy skills to determine key words, read, analyse and record information and follow policies and procedures
- Use numeracy skills required in logical problem solving
- Relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

RANGE STATEMENT*Purpose and scope include:*

- The reason why the research is required (e.g. to inform a lesson, provide information for an assignment, etc)
- The boundaries within which the information requirements are set (e.g. timeframe, local, state-wide, national, international)

Internal sources of online information may include:

- Organisation policies and procedures
- Research previously undertaken by organisation staff
- Organisation data
- Bulletins and publications

External sources of online information may include:

- Organisations aligned with the purpose and scope of the required information
- Reference materials and publications
- Online databases and catalogues

REQUIRED SKILLS AND KNOWLEDGE

Online information may include:

- Price lists
- Catalogues
- Technical information relating to products
- Government information
- Legislation and regulations
- Statistical information
- Research papers
- Organisation policies
- Learning resources
- Market research data
- Travel information
- Banking information
- Employment opportunities
- Electronic tendering opportunities
- Business opportunities
- Copyright information
- Public information

Websites and databases may include:

- Industry websites
- Government online information services
- Virtual business communities/networks
- Education institution websites
- Archived material

Search engines may include:

- Global internet search engines
- Internet search engines focusing on particular locations (e.g. Australia, New Zealand etc)

Key words and phrases may include:

- Australian/American spelling when searching cultural or geographic terms
- Concepts
- Technical terms
- acronyms

Set criteria may include:

- Relevance
 - Currency
 - Authenticity
 - Quality
 - Accuracy
 - Reliability
 - Validity
 - Reputability of source
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REQUIRED SKILLS AND KNOWLEDGE

Legal and ethical requirements may include:

- The organisation's code of ethics
- Policy and protocols for online use
- Copyright and intellectual property protection laws and regulations

Organise information in a suitable format may refer to:

- Reports
- Research data and findings
- Statistical information
- Presentations – audio, digital, personal
- Class notes and support documents