Australian Government

ICPDMT263 Access and use the internet

Release: 1

ICPDMT263 Access and use the internet

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use the internet to browse and download information and includes identifying required software and security risks.

It applies to individuals who create electronic documents and use multimedia information within their work environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Digital media technologies

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify and use local resources	1.1 Installed internet software applications and their purposes are identified
	1.2 Internet software applications are used online and offline
	1.3 Extracting (decompressing) software and virus scanners are used on downloaded files
	1.4 Internet connection and protocols are identified
	1.5 Applications and files are downloaded and installed correctly
	1.6 Potential security risks are identified and avoided
2 Identify and use remote resources	2.1 Websites are navigated to locate required information
	2.2 Files and documents are accessed using internet search engines

ELEMENT	PERFORMANCE CRITERIA
	2.3 Internet is browsed to find related sites via links
	2.4 Files are retrieved from File Transfer Protocol (FTP) repository
	2.5 Emails are sent, downloaded, read, responded to and saved
	2.6 Files attached to incoming email are retrieved and attached files are saved
	2.7 Newsgroups relevant to industry are accessed

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1-2.5	• Locates and interprets information from online sources • Follows written instructions displayed on computer screens
Writing	2.5	• Composes and sends emails to convey information or to respond to emails received
Get the work done	1.1-1.6, 2.1-2.7	• Uses digital technologies and systems to locate, enter and present information and to communicate with others • Follows required protocols for accessing and storing electronic information • Identifies potential security problems and implements appropriate prevention measures related to own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPDMT263 Access and use the internet	ICPMM263C Access and use the Internet	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426 e24131d