



**Australian Government**

# **CHCEDS040 Search and access online information**

**Release: 1**

## CHCEDS040 Search and access online information

### Modification History

Release 1. CHCEDS040 Search and access online information supersedes and is not equivalent to CHCEDS011 Search and assess online information.

### Application

This unit describes the performance outcomes, skills and knowledge required to determine information requirements in consultation with a teacher, and then locate and retrieve that information using digital technologies.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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

### Pre-requisite Unit

Nil

### Competency Field

Education Support

### Unit Sector

Children's Education and Care

### Elements and Performance Criteria

#### ELEMENTS

#### PERFORMANCE CRITERIA

*Elements describe the essential outcomes*

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

1. Determine information requirements.

1.1. Identify and clarify the purpose and scope of information required in consultation with teacher.  
1.2. Locate possible internal and external sources of online information following organisational policies and procedures for internet access and use.

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|--|---|
| 2. Locate online information.                    | 2.1. Find and use search engines to identify relevant websites and databases.<br>2.2. Use logic and research to identify key words and phrases for the search.<br>2.3. Navigate websites and databases to locate information using key words and phrases identified for the topic.<br>2.4. Access sufficient information to meet the needs of the research brief. |
| 3. Retrieve, evaluate and report on information. | 3.1. Download and use information according to requirements of research task.<br>3.2. Ensure information is sufficient, current and accurate to meet requirements.<br>3.3. Meet legal and ethical requirements relating to copyright and protection of information.<br>3.4. Present information to teacher in required format.                                    |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

### SKILLS

### DESCRIPTION

Reading skills to:

- apply key search words and phrases
- source, interpret and sort relevant online information.

Learning skills to:

- locate relevant information to research brief.

Problem-solving skills to:

- identify deficiencies in information and address by ongoing searches.

Initiative and enterprise skills to:

- determine suitable source of information relevant to research brief.

## Unit Mapping Information

Release 1. CHCEDS040 Search and access online information supersedes and is not equivalent to CHCEDS011 Search and assess online information.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>