



Australian Government

Department of Education, Employment and Workplace Relations

CHCEDS319A Search and assess online information

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

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

Application of the Unit

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

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Determine and assess information requirements in consultation with teacher

1.1 Identify and clarify the *purpose and scope* of the information required

1.2 Identify possible *internal and external sources* of *online information*

1.3 Identify and use *search engines and databases* related to information required in consultation with teachers, students and peer group

1.4 Determine and use *key words and phrases* to locate online information

2. Locate online information

2.1 Identify *websites and databases*

2.2 Identify *key words and phrases* 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

ELEMENT**PERFORMANCE CRITERIA****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 *legal and ethical requirements* relating to copyright and protection of information

3.4 *Organise information in a suitable format*

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

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

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit could be assessed either on the job or off the job through an appropriate workplace simulation for a range of age groups and a range of conditions over a number of assessment situations

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Assessment requires access to a range of opportunities defined in the range Statement, including:
 - appropriate workplace where assessment can take place
 - simulation of realistic workplace environment for assessment
 - relevant school/centre policy, protocols and procedures
 - educational materials

Method of assessment:

- In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

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

RANGE STATEMENT

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

RANGE STATEMENT

Set criteria may include:

- Relevance
- Currency
- Authenticity
- Quality
- Accuracy
- Reliability
- Validity
- Reputability of source

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

Unit Sector(s)

Not Applicable