ICAU1204B Locate and use relevant on-line information

Release: 1

ICAU1204B Locate and use relevant on-line information

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to use search engines to locate required information on the internet and assess the content of sites for accuracy, currency and/or authority.
	The following units are linked and form an appropriate cluster:
	• ICAU1213B Conduct on line transactions
	• ICAS2243B Detect and protect from spam and destructive software
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct a basic search using a search engine	1.1. Open an internet application and locate and access a *search engine* on the internet 1.2. Enter appropriate key words into the *search engine* to locate the desired information 1.3. Refine a search depending on outcomes of the original search 1.4. Conduct a thorough search within a website using the provided internal search facility if available
2. Conduct an advanced search using search tools	2.1. Use advanced search features, provided in most *search engines* 2.2. Use *Boolean search* techniques when required to enhance the search 2.3. Use multiple or meta search tools with a range of key words 2.4. Use *search engines* particular to a field of knowledge to refine the outcome 2.5. Access related virtual community sites and newsgroups and note their objectives and operational arrangements 2.6. Conduct a search with domain names to refine the search
3. Use information that has been located	3.1. Cross-reference the information found by using several websites to determine the accuracy of the information obtained 3.2. Check the date that the website was last updated or the properties of the website to determine the currency of the information 3.3. Determine the website authority by looking at copyright statements, privacy statements and organisational information
4. Save and print information	4.1. Save information found in different file forms 4.2. Print information found in different file forms

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Understanding key words
- Operating a PC
- Opening web pages
- Using PC peripheral hardware

Required knowledge

- Using an internet web browser
- Using internet search functions
- Using research techniques
- Evaluating and assessing the authority of information
- Different types of search engines
- Copyright and privacy statements

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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Assessment must ensure the ability to use search tools to locate information and make an informed assessment of the accuracy, currency, authority and reliability of the site and information located. To demonstrate competency in this unit the person will require access to: • Personal computer with internet capability • Printer
Context of and specific resources for assessment	Locating and using online information is an increasingly important business and personal function. Many organisations encourage activities and transactions to be conducted online. An increasing number of government provided information services and transactions require online user capability for effectiveness. The sourcing and verification of online information is an increasingly important research task for both individuals and organisations as a growing proportion of suppliers and customers use online facilities to market or secure good and services. The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform a defined range of activities many of which may be routine and predictable. Assessment must ensure • Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also

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	include participation in a team or work group.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICAU1128B Operate a personal computer • ICAU1133B Send and retrieve information using web browsers and email • ICAU1213B Conduct on-line transactions • ICAS2243B Detect and protect from spam and destructive software An individual demonstrating this competency would be able to: • Demonstrate knowledge by recall in a narrow range

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	of areas
	• Demonstrate basic practical skills, such as the use of relevant tools
	• Perform a sequence of routine tasks given clear direction
	• Receive and pass on messages and information
	• Maintain knowledge of industry products and services

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.	
Search engine may include:	• Snap • Questfinder • Ask Jeeves • Google • metacrawler • Alta Vista • Excite • infoseek • Findlink • Northern Light • AOL Netfind • Hotbot • LookSmart • Yahoo • Netscape • Lycos • Open Text • WebCrawler • Go To Dot Com • Beaucoup

RANGE STATEMENT	
	• Meta Search • Search.com • Go2Network • Savvy Search • Profusion • Dogpile • Metagopher
Boolean search may use terms such as:	• AND • OR • NOT

Unit Sector(s)

Unit sector	Use

Co-requisite units

Co-requisite units		

Competency field

Competency field	