



Australian Government

Department of Education, Employment and Workplace Relations

ICPMM263C Access and use the Internet

Revision Number: 1

ICPMM263C Access and use the Internet

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to access and use the Internet within the printing and graphic arts industries.
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Application of the Unit

Application of the unit	This unit describes the skills needed to access and use the Internet within the printing and graphic arts industry.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	This unit may be assessed with a range of other units relating to design and production of a multimedia product.	

Employability Skills Information

Employability skills	This unit contains employability skills.
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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. Identify and use local resources	1.1. Installed Internet <i>software applications</i> 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. Identify Internet connection and protocols 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 the Internet (world wide web) search engines 2.3. The Internet is browsed to find related sites via links 2.4. Files are retrieved from an FTP repository 2.5. Emails are sent, downloaded, read, responded and saved to 2.6. Files attached to incoming email are retrieved and attached files are sent 2.7. Newsgroups relevant to the industry are accessed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- collecting, analysing and organising information by navigating websites to locate required information
- planning and organising activities by navigating websites to locate required information
- problem-solving skills by extracting files and virus scanning
- use of technology by accessing and using the Internet

Required knowledge

- how to initiate and conclude an Internet connection
- when a connection attempt fails, what could be the cause and what to do
- appropriate uses of different Internet protocols and data types (WWW, email, etc)
- WWW search engines
- what a URL is
- using email to respond to a newsgroup post
- what shareware is
- maintaining (upper/lower) case : URLs, file names, passwords
- ".zip" are files and why are they used
- difference between Java and JavaScript
- ways to you use the Internet to obtain product information and technical support
- time it takes to download one megabyte of data using a fast modem
- privacy and security measures related to on line tasks
- information you would refuse to provide when filling out a form on a web page
- what cookies are
- types of files that can carry viruses
- scanning for viruses before and after extracting the files from a compressed archive
- copyright ownership on the types of data you retrieve
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • Access the Internet and retrieve data using WWW and email and newsgroups • Send emails or newsgroup posting with correctly formatted attachments • Perform a search and save the text of a web page to disk • Extract and virus-scan downloaded files • Demonstrate an ability to find and use information relevant to the task from a variety of information sources.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
Method of assessment	<p>The following assessment method is appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • CUFMEM12A Update web pages.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
<p><i>Software applications</i> may include:</p>	<ul style="list-style-type: none"> a wide range of programs, some current examples of which may be Eudora, Netscape.
<p><i>Relevant terminology</i> used may include:</p>	<ul style="list-style-type: none"> ISDN, PPP, TCP/IP, URL, Java, JavaScript, HTML, Download, WWW, cookies, zip files and others.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Multimedia
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Co-requisite units

Co-requisite units		