ICTICT103 Use, communicate and search securely on the internet

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to connect to the internet, securely send and receive emails, search the internet using web browsers and interact securely and in a socially responsible manner with a range of different internet sites.

It applies to individuals who use business technology to perform a range of routine tasks in the workplace or home office with limited responsibility.

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

Unit Sector

General ICT

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. Connect to and access the internet	1.1 Connect to internet via existing internet connection and confirm functionality 1.2 Open internet browser and set home page of personal choice by setting internet options 1.3 Ensure internet browser software security 1.4 Adjust display of the internet browser to suit personal requirements 1.5 Modify toolbar to meet user and internet browser needs 1.6 Access a particular website, note privacy and other conditions of use, and retrieve data

ELEMENT	PERFORMANCE CRITERIA
	1.7 Use socially responsible behaviour when sharing information on the internet
	1.8 Enter uniform resource locator (URL) in address line of internet browser
2. Use email for communications	2.1 Open email application package, create new email message and add addressees
	2.2 Compose text of an email message according to organisational guidelines, and spell check and edit text as required
	2.3 Create and add an automatic signature for the user
	2.4 Attach files to email message where required
	2.5 Determine and set priority and send email message
	2.6 Reply to and forward a received message using available features
	2.7 Open and save an attachment to the relevant folder
	2.8 Search for, sort and save email message using available settings
	2.9 Adjust email accounts to restrict and quarantine possible email security problems
	2.10 Print email message as required
3. Search the internet	3.1 Review organisational guidelines on internet access
	3.2 Open internet application and locate and access a search engine on the internet, and define search expressions based on data required
	3.3 Enter appropriate key words into the search engine to locate desired information
	3.4 Refine a search depending on outcomes of original search
	3.5 Save search expression results and present them in a report according to information requirements
	3.6 Create a bookmark within the internet browser or a link for the required web page for the key results
	3.7 Save key results in a bookmark folder
	3.8 Modify internet browser options for printing and print a web page
	3.9 Close internet browser
4. Access and use	4.1 Identify, access and review information specific sites to

ELEMENT	PERFORMANCE CRITERIA
consumer specific sites on the internet	gain consumer information
	4.2 Identify and use internet application sites to lodge details and gain access and information
	4.3 Access and use online forms on the internet
5. Undertake online transactions	5.1 Access online transaction site
	5.2 Ensure security of transaction site
	5.3 Enter required information into fields on merchant's website
	5.4 Ensure pop-up dialog boxes, prompts or feedback mechanisms are completed
	5.5 Enter, check and make changes to preferred transaction options
	5.6 Complete online transaction
	5.7 Record and archive receipts according to business processes
	5.8 Close down and leave transaction process
6. Conduct an advanced search	6.1 Use search tools and advanced search features
	6.2 Use Boolean search techniques when required to enhance the search
	6.3 Use multiple or meta-search tools with a range of key words
	6.4 Use search engines particular to a field of knowledge to refine the outcome
	6.5 Access related virtual community sites and newsgroups, and note their objectives and operational arrangements
	6.6 Conduct a search with domain names to refine the search
7. Use information that has been located	7.1 Cross reference information found by using several websites to determine accuracy of information
	7.2 Check date that website was last updated or properties of website to determine currency of information
	7.3 Determine website authority by looking at copyright statements, privacy statements and organisational information
	7.4 Save and print information found in different file forms

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	1.1-1.3, 1.6, 2.1, 2.6-2.8, 3.1, 3.2, 4.1-4.3, 5.1, 5.2, 5.4, 5.5, 6.5, 7.1-7.3	• Interprets textual information and instructions to efficiently undertake the task
Writing	2.1-2.3, 3.5, 5.3, 5.4, 5.7	• Uses required format to accurately enter information specific to requirements • Composes short and specific messages using format, grammar and language appropriate to audience
Navigate the world of work	1.7	• Understands main responsibilities and boundaries of own role
Get the work done	1.1-1.8, 2.1, 2.3-2.10, 3.2-3.9, 4.1-4.3, 5.1-5.8, 6.1-6.6, 7.4	• Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing • Understands the purpose and specific functions of common digital tools used in work contexts • Recognises and responds to common operational problems when using web browsers • Takes responsibility for routine low-impact decisions within familiar situations • Implements basic security requirements related to own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT103 Use, communicate and search securely on the internet	ICAICT103A Use, communicate and search securely on the internet	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2