



Australian Government

CHCEDS011 Search and assess online information

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>CHC Community Services Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Changes to elements and performance criteria. New evidence requirements for assessment.

Application

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

This unit applies to education support work in a variety of contexts and the work is to be undertaken with appropriate guidance, support and supervision by a nominated teacher or other education professional.

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

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

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 Locate possible internal and external sources of online information

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

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|---|---|
| 1.3 | Find 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 |
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| 2. Locate online information |
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| 2.1 | Identify websites and databases |
| 2.2 | Use logic and research skills to identify key words and phrases for the search |
| 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 |
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| 3. Retrieve, evaluate and report on information |
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| 3.1 | Download and use 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 |

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CHCEDS011 Search and assess online information

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has completed the following tasks at least once:

- used communication skills to confirm search requirements, access relevant personnel and to gain feedback from learners and other stakeholders, including:
 - using literacy skills to determine key words, read, analyse and record information, and follow policies and procedures
 - using numeracy skills required in logical problem-solving
 - retrieving and presenting information in a logical, accurate manner according to requirements of the brief.

Knowledge Evidence

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 work role.

These include knowledge of:

- internet protocols
- organisation protocols for internet access
- basic research techniques
- a range of search engines.

Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessment must ensure use of:

- educational equipment and teaching aids
- computer with internet access.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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