



Australian Government

CHCEDS040 Search and access online information

Release: 1

CHCEDS040 Search and access online information

Modification History

Release 1. CHCEDS040 Search and access online information supersedes and is not equivalent to CHCEDS011 Search and assess online information.

Application

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

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

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

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

Pre-requisite Unit

Nil

Competency Field

Education Support

Unit Sector

Children's Education and Care

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Determine information requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify and clarify the purpose and scope of information required in consultation with teacher.
- 1.2. Locate possible internal and external sources of online information following organisational policies and procedures for internet access and use.

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| 2. Locate online information. | 2.1. Find and use search engines to identify relevant websites and databases. |
| | 2.2. Use logic and research to identify key words and phrases for the search. |
| | 2.3. Navigate websites and databases to locate information using key words and phrases identified for the topic. |
| | 2.4. Access sufficient information to meet the needs of the research brief. |
| 3. Retrieve, evaluate and report on information. | 3.1. Download and use information according to requirements of 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. Present information to teacher in required format. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed below.

SKILLS	DESCRIPTION
Reading skills to:	• apply key search words and phrases • source, interpret and sort relevant online information.
Learning skills to:	• locate relevant information to research brief.
Problem-solving skills to:	• identify deficiencies in information and address by ongoing searches.
Initiative and enterprise skills to:	• determine suitable source of information relevant to research brief.

Unit Mapping Information

Release 1. CHCEDS040 Search and access online information supersedes and is not equivalent to CHCEDS011 Search and assess online information.

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 CHCEDS040 Search and access online information

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- source, assess and report on online information in response to three different research briefs, including:
 - identifying research requirements and objectives
 - determining appropriate and credible sources for information
 - gathering, organising and presenting information in a logical manner and according to organisational policies and procedures
 - seeking feedback to confirm information supplied meets requirements of the brief and addressing any discrepancies.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic online research techniques:
 - use of search engines and key words
 - how to identify credible sources
 - how to distinguish between relevant and irrelevant information
 - how to summarise information
- basic aspects of copyright, moral and intellectual property rights in relation to educational use:
 - what information can be used
 - when permission is needed to use information
 - how information should be referenced or credited
- organisational policies and procedures for internet access and use.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

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

Interactions with students must be supervised by a teacher or other educational professional.

Assessment must ensure access to:

- research briefs
- information technology for research
- organisational policies and procedures for internet access and use
- colleagues for guidance and collaboration.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors.

Links

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