



Australian Government

ICPDMT2630 Access and use the internet

Release: 1

ICPDMT2630 Access and use the internet

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to use the internet to browse and download information and identify required software and security risks.

It applies to individuals who create electronic documents and use multimedia information within their work environments.

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

Unit Sector

Digital media technologies

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and use local resources	1.1 Identify enterprise internet security requirements 1.2 Use required internet software applications online and offline 1.3 Download and install applications and files according to enterprise requirements 1.4 Use extracting software and virus scanners on downloaded files 1.5 Identify and avoid potential security risks 1.6 Use software applications to remove security risks present in files
2. Locate and use online resources	2.1 Identify required information and internet resources 2.2 Navigate websites to locate required information and re-establish connection in case of failure 2.3 Access files and documents using internet search engines

ELEMENT	PERFORMANCE CRITERIA
	2.4 Browse internet to find related sites via links 2.5 Retrieve files from required network protocol repository 2.6 Send, download, read, respond to and save emails 2.7 Retrieve and save files attached to incoming email 2.8 Access industry specific online communities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	- Locates and evaluates information from online sources - Follows written instructions displayed on computer screens
Self-management	- Follows required protocols for accessing and storing electronic information - Conducts timely and precise searches to access online required information

Unit Mapping Information

Supersedes and is equivalent to ICPDMT263 Access and use the internet.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPDMT2630 Access and use the internet

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of the unit, including evidence of the ability to:

- send and receive at least three different emails, each with a file attached
- download and install one application from the internet according to enterprise procedures.

In the course of the above the candidate must:

- use software to extract and virus-scan downloaded files and applications as required
- perform an internet search to locate specific information.
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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- features and functions of internet software applications
- enterprise internet security requirements
- internet connections and protocols
- security risks when downloading applications and files and mitigation strategies
- possible causes of failed connection attempts and processes for correcting failures
- the differences between an online and offline internet software application
- the use of extracting and virus scanning software, and when scanning should occur in the extraction process
- search engines and their uses
- internet terms and acronyms
- uses and key attributes of email
- types of internet communities and their locations
- case sensitivity in the following formats: URLs, file names, passwords
- file compression, their file formats and uses

- ways to use the internet to obtain product information and technical support
- private information that should be withheld from web forms
- internet cookies
- viruses and file types that can carry them.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the area of work.

This includes access to:

- the internet
- a computer
- industry standard software and applications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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