



Australian Government

ICPDMT263 Access and use the internet

Release: 1

ICPDMT263 Access and use the internet

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use the internet to browse and download information and includes identifying 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 Installed internet software applications 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 Internet connection and protocols are identified 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 internet search engines

ELEMENT	PERFORMANCE CRITERIA
	2.3 Internet is browsed to find related sites via links 2.4 Files are retrieved from File Transfer Protocol (FTP) repository 2.5 Emails are sent, downloaded, read, responded to and saved 2.6 Files attached to incoming email are retrieved and attached files are saved 2.7 Newsgroups relevant to industry are accessed

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, 1.5, 2.1-2.5	- Locates and interprets information from online sources - Follows written instructions displayed on computer screens
Writing	2.5	Composes and sends emails to convey information or to respond to emails received
Get the work done	1.1-1.6, 2.1-2.7	- Uses digital technologies and systems to locate, enter and present information and to communicate with others - Follows required protocols for accessing and storing electronic information - Identifies potential security problems and implements appropriate prevention measures related to own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPDMT263 Access and use the internet	ICPMM263C Access and use 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=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPDMT263 Access and use the internet

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Performance Evidence

Evidence of the ability to:

- download and install an application from the internet correctly and safely
- use software to extract and virus-scan downloaded files or applications
- perform an internet search to locate specific information
- send an email with a correctly formatted attachment
- respond to an email which has attachments and save the attached files
- contribute to a newsgroup .

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list potential security risks when downloading applications or files from the internet and describe ways to avoid these risks
- identify possible causes of a failed connection attempt and processes for correcting failures
- explain the differences between an online and offline internet software application
- explain why extracting and virus scanning software are used
- explain what a search engine does and identify TWO search engines
- explain the following terms or acronyms:
 - Uniform Resource Locator (URL)
 - File Transfer Protocol (FTP)
 - shareware
- explain why email might be used to respond to a newsgroup post
- identify in which of these maintaining (upper or lower) case is important: URLs, file names, passwords

- explain what 'zip' files are and why are they used
- identify the difference between Java and JavaScript
- identify ways to use the internet to obtain product information and technical support
- explain the privacy information that should not be provided when filling out a form on a web page
- explain what cookies are
- identify the types of files that can carry viruses
- explain the importance of scanning for viruses before and after extracting files from a compressed archive.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the digital media technologies field of work and include access to the internet and relevant software applications.

Assessors must satisfy NVR/AQTF assessor requirements.

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