



Australian Government

Department of Education, Employment and Workplace Relations

ICPMM263B Access and use the Internet

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to access and use the Internet within the printing and graphic arts industries.

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Application of the Unit

This unit describes the skills needed to access and use the Internet within the printing and graphic arts industry.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

This unit may be assessed with a range of other units relating to design and production of a multimedia product.

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Employability Skills Information

This unit contains Employability Skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Where italicised text is used, further information is detailed in the Required Knowledge and Skills and/or Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

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Element	Performance Criteria
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 Identify Internet connection and protocols 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 the Internet (world wide web) search engines 2.3 The Internet is browsed to find related sites via links 2.4 Files are retrieved from an FTP repository 2.5 Emails are sent, downloaded, read, responded and saved to

- 2.6 Files attached to incoming email are retrieved and attached files are sent
- 2.7 Newsgroups relevant to the industry are accessed

Required Skills and Knowledge

Required Knowledge and Skills

The following knowledge must be assessed as part of this unit:

How to initiate and conclude an Internet connection

If a connection attempt fails, what could be the cause and what do you do?

How do you know if you are still online, and how do you log off?

Appropriate uses of different Internet protocols and data types (WWW, email, etc)

Name TWO WWW search engines.

What is a URL?

Why might you sometimes use email to respond to a newsgroup post?

What is shareware?

In which of these is maintaining (upper/lower) case important: URLs, file names, passwords?

What are "zip" files and why are they used?

What is the difference between Java and JavaScript?

In what ways can you use the Internet to obtain product information and technical support?

Approximately how long would it take to download one megabyte of data using a fast modem?

Privacy and security measures related to on line tasks

What information would you refuse to provide when filling out a form on a web page?

What are cookies?

Why should you not leave the terminal unattended while online?

Which types of files can carry viruses?

Why must you scan for viruses before and after extracting the files from a compressed archive?

Who owns the copyright on the types of data you retrieve?

Information sources

What manuals, safety and other documentation are relevant to this task and where are they kept?

What information is included in these documents?

The following skills must be assessed as part of this unit:

OHS in relation to operating machinery such as safely switching off machinery before cleaning is started

Collecting, analysing and organising information by navigating websites to locate required information

Planning and organising activities by navigating websites to locate required information

Problem-solving skills by extracting files and virus scanning

Use of technology by accessing and using the Internet

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Knowledge and Skills, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

Access the Internet and retrieve data using WWW and email and newsgroups

Send emails or newsgroup posting with correctly formatted attachments

Perform a search and save the text of a web page to disk

Extract and virus-scan downloaded files

Demonstrate an ability to find and use information relevant to the task from a variety of information sources

Context of and specific resources for assessment

Assessment must ensure:

assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

CUFMEM12A Update web pages

Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Italicised wording in the Performance Criteria is detailed below.

Software applications

May include a wide range of programs, some current examples of which may be Eudora, Netscape. Note: these programs are constantly being upgraded and replaced and appropriate up-to-date programs should be selected

Relevant terminology used

May include but not be limited to ISDN, PPP, TCP/IP, URL, Java, JavaScript, HTML, Download, WWW, cookies, zip files and others

Unit Sector(s)

Not applicable.

Competency field

Multimedia

Multimedia