



Australian Government

ICTICT108 Use digital literacy skills to access the internet

Release: 1

ICTICT108 Use digital literacy skills to access the internet

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to safely and securely use the internet to undertake basic interactive communication.

It applies to individuals who locate, organise, understand, evaluate and analyse information using digital technology in a range of different areas.

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

Unit Sector

General ICT

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. Operate hardware at a basic level	1.1 Identify hardware components required to connect to the Internet 1.2 Set up and check physical connectivity of devices 1.3 Use hardware components and comply with work health and safety (WHS) guidelines
2. Ensure safe and secure online access	2.1 Connect and access relevant internet sites 2.2 Provide an appropriate level of personal information to maintain privacy and security 2.3 Comply with copyright and intellectual property legislation 2.4 Ensure an understanding of socially responsible behaviour

ELEMENT	PERFORMANCE CRITERIA
	2.5 Assess the legitimacy of online requests to make an informed decision 2.6 Interpret and respond to security notifications that display due to browser software security settings or internet use 2.7 Assess email status and determine email security 2.8 Provide appropriate information to manage digital footprint 2.9 Assess security of payments 2.10 Back up data as required through downloading to an external backup device
3. Research and analyse online information	3.1 Identify and use search engines to access relevant internet sites 3.2 Search and find relevant information or content 3.3 Refine search to increase relevance of information or content 3.4 Navigate a website to access the information or content required 3.5 Assess payment requirements to make sound financial decisions 3.6 Analyse the usefulness and accuracy of located information
4. Make transactions and participate online	4.1 Create, register, manage and secure an account 4.2 Observe appropriate user protocol online 4.3 Make secure transactions and identify methods of internet fraud 4.4 Identify and invite relevant friends, groups and pages to own website
5. Use applications and manipulate files	5.1 Use basic application skills 5.2 Incorporate attachments to documents 5.3 Back up files to external storage devices 5.4 Upload relevant components to a website 5.5 Download pictures and videos to an external device

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	2.3, 2.5-2.7, 3.1, 3.6, 4.1	Recognises and comprehends a large range of signs, symbols, pictures, jargon, text, numbers and letters necessary to operate web browsers, operating systems, search engines and application packages, and to evaluate web page content
Writing	2.1, 2.2, 2.8, 2.10, 3.2, 3.3, 4.1, 4.4	- Enters text and data using keystrokes and adhering to the software program requirements - Structures and orders search queries using relevant search conventions, jargon, acronyms, symbols and wildcards to obtain optimum search results
Navigate the world of work	1.3, 2.3	Takes some personal responsibility for adherence to legal and regulatory requirements
Get the work done	1.1-1.3, 2.1, 2.5-2.10, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1-4.4, 5.1-5.5	- Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing - Understands purpose and specific functions of common digital tools used in work contexts - Takes responsibility for routine, low-impact decisions within familiar situations - Implements basic security requirements related to own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT108 Use digital literacy skills to access the internet	ICAICT108A Use digital literacy skills to access 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=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT108 Use digital literacy skills to access the internet

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- connect to and access the internet
- send and receive emails
- secure internet access and email communications
- use search tools to locate information or content
- research and select appropriate websites
- undertake online interactions
- make an informed assessment of the accuracy, currency, authority and reliability of the site and information located.

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 types and basic components of hardware and storage devices
- list different categories of domain names and explain how they indicate the integrity of the materials on the web site
- identify and explain common automated messages found when accessing the web
- outline types of online communication and participation, including transactional
- outline basic research techniques
- outline basic copyright legislation
- explain digital footprint and basic security, safety and legal issues
- list work health and safety (WHS) issues, including basic ergonomics of keyboard and computer use
- identify device interfaces
- Identify desk top icons

- explain basic principles of web browser search engines
- outline internet protocols
- explain basic principles and features of web browsers and search engines.

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 general information and communications technology (ICT) industry, and include access to:

- hardware with internet access
- search engines currently used in industry.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>