

Overview

This standard is about identifying information needs, searching for these online and bookmarking or downloading and storing the information required.

This involves setting up online searches to navigate online content to find the required information and tailoring that search to focus the results. It includes bookmarking online sites for future quick access and downloading the information found or reference to its location using its web address. It also includes setting up directories and files to store the information found in online searches and to retrieve the information when required.

This standard is for those who need to undertake information searching, storage and retrieval to meet their own needs or as part of their duties.

Performance criteria

You must be able to:

1.
Identify information needs to plan online searches
2.
Select a web browser to efficiently perform online information searches
3. Formulate and refine search terms to interactively search for requested information securely
4. Assess search results to verify the accuracy, currency and relevance
5.
Bookmark relevant online sources for future ease of access
6.
Download and save digital information and media files to meet requirements
7. Comply with copyright, data protection and organisational standards for sourcing and downloading information
8. Create folders and file structures to store the results of online information searches
9. Locate and extract digital information from folders and files containing downloaded online information

Knowledge and understanding

You need to know and understand:

1. How to define digital information requirements
2. How to identify reliable and accurate online sources of digital information
3. How to use a web browser to search efficiently for online information
4. The purpose of cookies on websites and how to deal with them
5. How to bookmark online web sites
6. How to download online digital information
7. How to save digital information from online sources
8. The importance of managing references and downloads to aid information retrieval
9. The legal and ethical constraints surrounding the copyright of information when copying and downloading
10. The restrictions on accessing and distributing information including music, images, games and software
11. How to create folder and file structures to organise and store digital information and media files
12. The importance of routine file housekeeping for efficient information handling and retrieval
13. The techniques used to create search terms for finding digital information and how to apply them
14. How information is created, uploaded and shared online

TECHDUDI1

Find and store digital information



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Relevant Occupations ICT for Users

Suite IT Users

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