

## Overview

This standard is about enhancing information searching to make the best use of software tools and techniques to source, organise, share and integrate digital information.

This involves defining information requirements, identifying potential sources of information and planning how to conduct the most effective information gathering searches to meet needs. It includes configuring browsers, using content curating tools and configuring personal information management tools. It also includes organising and storing different types of information.

This standard is for those who need to enhance information searching activities and processes, and improve the organisation, storage and retrieval of information to meet their own needs or as part of their duties.

## Performance criteria

*You must be able to:*

1.  
Identify requirements to plan digital information searches
2.  
Identify online information sources to direct online searches
3. Configure browser settings to tailor search parameters
4. Implement safe browsing filters to control and refine search results
5. Set up browser privacy setting to protect personal information and security
6. Define search strategies to plan searching activities
7.  
Perform online searches in line with search strategies
8.  
Review search results to assess suitability of information identified
9.  
Select and download valid digital information from online sources
10.  
Configure data repositories to store downloaded information
11.  
Organise downloaded information to aid retrieval according to data types including images, documents, web links and audio playlists
12.  
Retrieve stored digital information to make use of it
13.  
Manage digital information responsibly and in line with legislation and organisational standards

## Knowledge and understanding

*You need to know and understand:*

1. How to define the information required for the tasks being undertaken
2. The features and settings used in web browsers
3. How to configure web browsers to filter inappropriate search results
4. How to set up a web browser to maintain privacy and security when searching online
5. how to use Boolean expressions when creating search strings
6. How to determine the reliability of digital information found online
7. The purpose of cookies on websites and how to manage these through browser settings
8. The different document, media and web reference file formats of digital information found online
9. The implications of copyright and data protection regulations on information use
10. The importance of maintaining privacy and security when searching for information online
11. The cultural, ethical, economic, legal, and social issues surrounding the hosting and usage of online information
12. The different formats for storing information from online sources
13. How to categorise and classify digital information for ease of storage, retrieval and use

**Developed by** e-skills

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**Version Number** 1

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**Date Approved** 30 Mar 2022

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**Indicative Review Date** 30 Mar 2025

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**Validity** Current

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**Status** Original

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**Originating Organisation** ODAG Consultants Ltd.

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**Original URN** TECHDUDI2

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**Relevant Occupations** ICT for Users

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**Suite** IT Users

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**Keywords** information searching, information storage, information retrieval

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