

Overview

This standard is about evaluating online digital information to be able to apply it for a range of applications. This includes information obtained online about products and services to support decision making, finding facts for work, study and personal use to be able to use digital information successfully for practical purposes.

Evaluating digital information involves evaluation of the online sources and of the information itself. This involves checking the source, the author, the date, the relevancy and the objectivity. It also includes rating information results to qualify them and ranking information in order of relevance. It also includes refining search queries in light of search engine optimisation that can mislead search results.

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

Performance criteria

You must be able to:

1.
Evaluate information from online searches to determine the accuracy, validity, and currency
2.
Develop and refine search queries to deliver improved results
3.
Explore online information sources to maximise scope of online searches
4.
Produced ranked search results to compare products, services and other search outcomes
5.
Use information tools to gather and share information efficiently
6.
Customise browser settings to improve browser performance and search features
7.
Combine information from a range of sources to produce a comprehensive dataset
8.
Respect intellectual property rights of creators of online information in line with regulations

Knowledge and understanding

You need to know and understand:

1. The techniques used to evaluate information from online sources
2. How to build search queries to produce targeted results and narrow online searches
3. How to rate online information against search criteria
4. How to rank information from online sources
5. How to use digital information to support decision-making
6. How to organise information into categories
7. How to improve browser performance
8. Why indexing improves online searches
9. What is meant by search engine optimisation
10. Methods used to improve search engine ranking and the impact this has on search results
11. how to manage digital information responsibly and in line with legislation and organisational standards
12. How to evaluate the quality and trustworthiness of information against requirements
13. The implications of copyright and data protection regulations for information use within the organisation

TECHDUDI3

Evaluate digital information



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Suite IT Users

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