Overview

This standard is about making the best use of software, tools and techniques to source, organise, share and synthesise digital information.

It involves identifying information needs and apps, searching for and selecting relevant information. It also includes organising, handling and sharing information ethically and safely in line with regulations and guidelines.

Source digital information

Performance criteria

You must be able to:

1. identify digital information sources to meet own needs
2. identify and use a range of software applications to access digital information to meet own needs
3. formulate appropriate questions as online enquiries to search for the required digital information
4. use a browser to navigate required online information
5. locate digital information on and offline to meet own needs using appropriate search tools and techniques
6. select relevant digital information to meet intended purpose
7. download and save different types of digital information including audio, text, and video to meet intended purpose
8. organise different types of digital information to aid retrieval of appropriate information including photos, music and web addresses
9. use appropriate personal information management tools and techniques to organise and plan own time and tasks
10. comply with organisational standards for information use and storage relevant to your environment

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Knowledge and understanding

You need to know and understand:

1. how to define digital information problems
2. the nature and extent of digital information needed
3. how to identify reliable sources of digital information
4. the importance of managing references and downloads to aid information retrieval
5. the regulations surrounding the copyright of information
6. the legal and ethical constraints, guidelines and procedures which apply when working with digital information
7. the restrictions on distributing and accessing information including music, images, games and software
8. the importance of routine file housekeeping for efficient information handling and retrieval
9. techniques used to search for digital information and how to apply them
10. how information is created, located and shared on the World Wide Web

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