

**U25001: Use internet and intranets**

## Unit Descriptor:

This unit is suitable for you if your work involves knowledge of what connection methods can be used to access the Internet (eg by PC, modems, and ISP or a mobile phone with wireless application protocol (WAP) or 3rd Generation (3G) technology) or an intranet server, knowledge about security risks, laws and guidelines; and using basic browser facilities to search for, and exchange useful information.

**At the end of this unit you will be able to:**

Use common connection methods to access, retrieve and exchange information from the Internet and the World Wide Web on an intranet.

**ELEMENT****PERFORMANCE CRITERIA**

*To be competent you must achieve the following:*

## 1. Use internet and intranets

**Search**

- 1.1 Use a search engine to find and select appropriate information.
- 1.2 Save the results of searches.
- 1.3 Use **suitable techniques** to make it easier to find useful information again.
- 1.4 Send information (e.g. web pages and web links via e-mail).

**Find and evaluate**

- 1.5 Choose the link that is most likely to provide the information needed.
- 1.6 Locate information from various sources.
- 1.7 Choose information that is appropriate for what is needed.

**Netiquette**

- 1.8 Follow the **rules of “netiquette”** when communicating with others.

**RANGE STATEMENT**

*You must cover the items below:*

A. **Use suitable techniques** to find information again and share it such as:

- i. bookmarks/favourites
- ii. saving of web pages
- iii. sending of web pages and links

B. Exchange information using **rules of netiquette:**

- i. when online adhere to the same standard of behaviour expected of you in society
- ii. respect other people's privacy
- iii. respect other people's time and bandwidth

## UNDERPINNING KNOWLEDGE AND SKILLS

### Connection methods

1. How to connect to an intranet internet.
2. What different types of hardware, software and connections can be used to access the
3. Internet.
4. What is a browser.
5. How to find useful information quickly.
6. How to send information from a browser to others via e-mail.
7. How to identify and use a web address.
8. How to download images and files.
9. How to complete on-line forms.

### Information and other opportunities

10. The different types of information, such as:
  - factual information, creative work, opinions and information that is continually updated (or live) and interactive information
  - sources for finding information, such as search engines, guides and directories.

### Internet security risks

11. What are the risks involved in downloading files.
12. What are the risks in sharing information, such as personal details

### Laws and guidelines

13. What legislation (e.g. Computer Misuse Act, 2005 – 4) and guidelines affect day-to-day use of ICT, such as data protection, equal opportunities, disability, health and safety, copyright and guidelines set by your employer or organisations.

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

You will need to produce at least **two straightforward tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to carry out searches and share information efficiently by using **all of** the following:

- i. A search engine to find and select appropriate information.
- ii. Use all of the following techniques to find and share information
  - a. bookmarks
  - b. saving of web pages
  - c. sending of web pages and links
- iii. Exchange information using netiquette rules

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

### (2) Methods of Assessment

Typical task size: Download and organize information, web pages, pdf files, etc., following a theme.

Observation of you by your assessor:

- Using a search engine to find relevant information efficiently.
- Finding and evaluating information using appropriate methods.
- Choosing information that is appropriate for what is needed.
- Exchanging information by using appropriate methods and while following netiquette rules.

Products of work e.g. data presented in a suitable format to meet specifications.

Answers to written or oral questions from your assessor.

### (3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.