Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Using and Managing Online Information
Unit Reference Number:	R/618/2512
Level:	3
Credit Value:	3
Minimum GLH:	22

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):		Assessment Criterion (The Learner can):	
1.	Understand how to locate credible online information	1.1	Explain a variety of methods that could improve the quick and effective location of online information
		1.2	Discuss a variety of methods that could be used to check that online information is credible
2.	Understand how to gather and use online information when making an informed decision and solving problems	2.1	Compare different sources of information and their relevance to a particular topic
		2.2	Discuss how to ensure the information gathered is from reliable and credible sources and meets the search criteria
		2.3	Evaluate the quality of information in relation to its intended purpose
		2.4	Critically evaluate the information gathered and apply to a particular decision
		2.5	Solve problems using the information gathered using the internet and social media
		2.6	Present information in an appropriate style and tone and in line with organisational standards
3.	Store and retrieve information safely and securely	3.1	Explain the differences between data and information
		3.2	Demonstrate how to securely store information on a range of devices
		3.3	Disucss how to store information in line with organisational procedures using cloud, shared and personal storage systems

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	3.4	Demonstrate how to retrieve information stored on a range of devices
	3.5	Identify ways of protecting data and information from corruption or loss

Learning Outcome 1 - Indicative Content
AC 1.1 Learners should be able to explain methods such as Boolean logic, different search engines, sites of know and trusted professionals or organisations/societies ie Google Scholar. Learners should explain the use of filtering and bookmarking when searching for information. AC 1.2 Learners should be able to identify credible sources of information by: - URL's, Http, Https com, .co.uk, org - Use internet browsers safely and securely and understand how Wikipedia collects and verifies information. - Explore the reliability and suitability of information generated by the search using trusted sites and basic clues (spelling grammar, name authors, date
Learning Outcome 2 - Indicative Content
Use secure websites to search for information, products and services using the defined criteria understanding

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