

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Using and Managing Online Information
Unit Reference Number:	A/618/3265
Level:	2
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 select information and resources to meet personal and organisational needs	1.1 Identify sources of information to meet own or business information needs
	1.2 Demonstrate the use of search facilities to find information on relevant and secure websites
	1.3 Compare the difference between information and data
	1.4 Demonstrate the use of social media to find alternative sources of information
	1.5 Explain how to ensure information is accessed from a trustworthy and credible source
	1.6 Demonstrate the use of bookmarking, search and filter facilities effectively
2. Understand how to gather, review and critically evaluate search results to make an informed decision and solve problems	2.1 Compare different sources of information and their relevance to the information needs identified
	2.2 Explain 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	Evaluate the information gathered and apply to a particular decision
	2.5	Describe 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. Understand how to store and retrieve information safely and securely	3.1	Demonstrate how to securely store information on a range of devices
	3.2	Demonstrate how to store information in line with organisational procedures using cloud, shared and personal storage systems
	3.3	Demonstrate how to retrieve information stored on a range of devices
	3.4	Identify ways of protecting data and information from corruption or loss

Learning Outcome 1 - Indicative Content

Students should establish the criteria before embarking on their search. They should demonstrate that they are able to undertake basic searches to find a variety of sources of information. Students must demonstrate that they can search the internet, social media, internal collaborative platforms that support effective team working such as One Drive, Dropbox and other internal shared drives.

The searches should include those for personal use including development of own knowledge and skills and also in the context of a business environment. Where possible the evidence should be generated through the student's main programme of study, their work experience, part-time or full-time work and also cross referencing with other units in the qualification. Students must show they are able to search for a range of information and data including products and services using explicit search criteria and applying filters and bookmarking.

Evidence for this unit will take the form of observation of tasks, screen shots and accurately referenced information in assignments or work products.

Students should also understand how search engines work and classify information and how to refine searchers through filters.

Learning Outcome 2 - Indicative Content

This learning objective is about the student demonstrating that having articulated their information needs and gathered the information, they can critically evaluate it to ensure that it is reliable and credible and then use it when making decisions or solving problems. The evidence from this unit is likely to come from assignments and work products which demonstrate that the students has evaluated a range of information to make decisions and to solve problems.

The information gathered should be presented in a professional manner in line with organisational procedures and expectations and therefore the information presented should be in the form of a report or formal presentation.

Students' should demonstrate that they can effectively interpret information and apply to a particular problem or make an informed decision. Students should show that they understand the range of information available both on and off line and that they can interpret the information accurately

Students should understand the importance of producing quality information and the impact it will have on the organisation if it is not accurate, not ethical and is poorly presented.

Learning Outcome 3 - Indicative Content

Learners must demonstrate that they can effectively store information using the principles of effective information management. They should show through this unit that they have used cloud storage, shared storage on internal servers and stored information on their own personal storage space.

They must demonstrate that they understand the implication of not storing information effectively and safely and an understanding of the most appropriate way of storing information which is confidential and private. They should explain the impact to the organisation, individuals and themselves of inappropriately storing confidential information. They must also demonstrate that they understand the need to have appropriate back-up systems in place and why.

Evidence should include observation of safe and secure storage and retrieval of a variety of types of information including: text, images and recordings. The evidence should be drawn from naturally occurring opportunities in their programme of study or place of employment.