Higher National Unit specification

General information for centres

Unit title: Information and the Internet: Introduction

Unit code: F1V8 34

Unit purpose: This Unit is designed to introduce a candidate to the handling of information in a contemporary environment. This Unit is about using the Internet to locate data and information for specific given tasks. This Unit will introduce the candidate to the capabilities offered by the Internet as a resource through the use of its tools and services. Throughout this Unit a candidate will have to work within the legal and security issues regarding acceptable Internet use.

On completion of the Unit the candidate should be able to:

1   Search, locate and evaluate information from the Internet from given task(s) or brief(s).
2   Use a range of Internet tools and services.
3   Conform to the current copyright and security issues.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.

Recommended prior knowledge and skills: Access to this Unit will be at the discretion of the Centre. However, it would be beneficial if a candidate possessed a qualification in an IT related area at SCQF level 6.

Core Skills: There are opportunities to develop the Core Skills of Information Technology, Communications and Problem Solving at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: This Unit may be assessed holistically using task(s) or brief(s), covering Outcomes 1–3, undertaken by the candidate in relation to any subject within their Group Award or on a work based scenario. An Assessor should ensure that a candidate has achieved each Outcome and verify the authenticity of the candidate's evidence.

However, each Outcome may be assessed as a separate assessment event.

Higher National Unit specification: statement of standards

Unit title: Information and the Internet: Introduction

Unit code: F1V8 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Search, locate and evaluate information from the Internet from given task(s) or brief(s)

Knowledge and/or Skills

- Planning a search
- Sources
- Search
- Information located
- Process

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- plan a search from a given task(s) or brief(s) —the task(s) or brief(s) should allow a candidate to produce a minimum of three searches with one being a Boolean
- select effective on-line information sources
- carry out three effective searches
- evaluate the information located against criteria within the task(s) or brief(s) for each search
- evaluate the information retrieval process for each search

Assessment Guidelines

See Outcome 3

Higher National Unit specification: statement of standards (cont)

Unit title: Information and the Internet: Introduction

Outcome 2

Use a range of Internet tools and services

Knowledge and/or Skills

♦ Internet tools and services

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can use a range of tools and services provided by the Internet. These services must include **three** of the following:

♦ electronic mail
♦ world wide web
♦ file transfer
♦ newsgroups
♦ chat
♦ remote access

Assessment Guidelines

See Outcome 3

Outcome 3

Conform to the current copyright and security issues

Knowledge and/or Skills

♦ Current copyright requirements
♦ Current security requirements

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

♦ explain copyright issues relating to the Internet
♦ explain three current security issues on the Internet
♦ conform to the current copyright requirements and security issues

Assessment Guidelines

This Outcome may be assessed with Outcomes 1 and 2. The task(s) or brief(s), for Outcomes 1–3, undertaken by the candidate may be in relation to any subject within their Group Award. However, assessment may be based on a work based scenario.

Higher National Unit specification: statement of standards (cont)

Unit title: Information and the Internet: Introduction

Assessment for Outcomes 1–3 may be:

♦ three searches in response to the task(s) or brief(s)
♦ a report which evaluates the information located and the retrieval process
♦ a checklist which records candidates demonstrating the selected Internet tools and services
♦ a report or presentation which examines current copyright and security issues

However, each Outcome may be assessed as a separate assessment event.

Administrative Information

Unit code: F1V8 34

Unit title: Information and the Internet: Introduction

Superclass category: CY

Original date of publication: August 2007

Version: 02 (January 2008)

History of changes:

Version	Description of change	Date
02	Reference to Web 2.0 services made within the 'Guidance on the content and context for this Unit' section	04/01/08

Source: SQA

© Scottish Qualifications Authority 2007, 2008

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

Higher National Unit specification: support notes

Unit title: Information and the Internet: Introduction

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

The purpose of this Unit is to introduce candidates to how they might plan a search, locate and evaluate information from the Internet. The internet-based services used may include Web 2.0 applications (eg blogs, wikis, social networking sites, communication tools etc) where appropriate. In addition, the Unit focuses on the range of services offered by the Internet and the security and legal issues that relate to its use.

The Unit is designed to be used with any Group Award and is designed to be integrated with a candidate's studies.

Outcome 1

The Internet may be seen as a large database containing a vast amount of information. This Outcome is about unlocking the potential of the Internet to obtain information related to study of a subject in the candidate's chosen Group Award. The Outcome concentrates on the skills required to plan an Internet search, identify relevant sources of information and evaluate the information that is obtained from the candidate's search. Candidates will be introduced to full Boolean logic with the use of logical operators such as 'OR', 'AND' and 'NOT'.

Outcome 2

This Outcome concentrates on the main services offered by the Internet, the topics could be delivered in a computer suite so that candidates have the opportunity to use the range of services. The Outcome may focus the candidate on the benefits that the range of services brings such as — e-mail improving communications; world wide web permitting access to information; the security benefits from file transfer; newsgroups providing responses 24 hours a day from any location in the world; chat providing two way communication without the need for travel; remote access providing secure access to content and files from anywhere in the world.

Outcome 3

Outcome 3 examines the legal and security issues associated with the use of the Internet. Under UK law any copyright material sent over the Internet or stored on web servers will generally be protected in the same way as material in other media. This Outcome allows candidates to study the legal restrictions regarding putting copyright material on the Internet, distributing or downloading material that others have placed on the Internet. Consideration may be given to the fact that the law may be different in other countries.

Higher National Unit specification: support notes (cont)

Unit title: Information and the Internet: Introduction

The Outcome also allows the candidate to examine three current security issues associated with the use of the Internet. At the time of writing this Unit specification candidates may focus on the use of firewalls (software or hardware based). A second security issue that may be examined is computer viruses, how they may be spread by the Internet and how protection may be gained from them. A final issue that may be examined is software, referred to as anti-spyware that gathers user information through the user downloading freeware or shareware programs from the Internet. Candidates may be given an opportunity to examine software applications that improve Internet security.

Guidance on the delivery and assessment of this Unit

This Unit is designed to be delivered as an optional Unit within a candidate's Group Award. It is possible that it may be delivered in such a way to allow assessments to be integrated and assessment evidence to be generated from a subject (or subjects) within a candidate's Group Award.

This Unit may be assessed holistically using task(s) or brief(s), covering Outcomes 1–3, undertaken by the candidate in relation to any subject within their Group Award or work based scenario. An assessor should ensure that a candidate has achieved each Outcome and verify the authenticity of the candidate's evidence.

Opportunities for developing Core Skills

Assessment of this Unit may allow candidates to develop 'Using Information Technology' at SCQF level 6 in the assessment of parts of Outcome 1 and 3 and in Outcome 2. Candidates may use the Internet to obtain information and present it using a suitable word processor or presentation package. In Outcome 2 candidates may use the Internet to demonstrate the range of services available. The general skill candidates have may allow an opportunity to develop is 'Using an IT system independently to process a range of information'.

Candidates will have an opportunity to analyse information from the Internet within Outcome 1. The analysis of information will be assessed and this may give candidates the opportunity to develop the component 'Critical Thinking' of the Core Skill Problem Solving at SCQF level 6. Candidates may analyse complex information and justify why the information matches their search. The general skill that candidates may have to complete is 'Analyse a complex situation or issue'.

In addition to the assessment of this Unit it may also contribute towards the component 'Planning and Organising' of the Core Skill Problem Solving at SCQF level 6. Candidates may have to develop a plan for their own research Outcomes 1–3. The general skill that candidates may have to complete is 'Plan and organise a complex task'.

Assessment of this Unit may allow candidates to develop the 'Reviewing and Evaluating' component of the Core Skill Problem Solving at SCQF level 6. Candidates may have opportunities to gather evidence to support their evaluation and to draw conclusions. Candidates are able to gather their own evidence for Outcomes 1, 2 and 3 and to draw conclusions as to whether the information obtained from the Internet meets their requirements. The general skill that candidates may complete is 'Review and evaluate a complex problem solving activity'.

Higher National Unit specification: support notes (cont)

Unit title: Information and the Internet: Introduction

There are opportunities for the candidate to develop Oral Communication at SCQF level 6 in the assessment of Outcomes 1–3. If candidates complete an oral presentation there will be an opportunity to develop the general Core Skill 'Produce and respond to oral communication on a complex topic'. Candidates when completing assessment will have to convey essential information or ideas and respond to questions which ask them to expand on key Internet terms and services connected with its use. Candidates will, also, have an opportunity to evaluate and present a substantial body of information on the Internet and support their presentation using an appropriate presentation package.

There are opportunities for the candidate to develop Written Communication at SCQF level 6 in the assessment of Outcomes 1 and 3. If candidates complete a report for Outcomes 1 and 3 they will an opportunity to develop the general skill 'Produce well structured written communication on complex topics'. Candidates when completing their report will have to present essential ideas/information and supporting detail in a logical and effective order.

Open learning

This Unit is suited to delivery by distance learning, however, the gathering of evidence would require a degree of planning by the centre. The evidence for Outcomes 1 and 3 could be held in an electronic portfolio and sent to the assessor. Outcome 2 could be supervised by a responsible person and clearly recorded using a suitable checklist for the assessor.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (**www.sqa.org.uk**).

General information for candidates

Unit title: Information and the Internet: Introduction

This Unit is designed to introduce you to the handling of information in a contemporary environment. This Unit will examine how you can use the Internet to locate data and information for specific given tasks. This Unit will introduce you to the capabilities offered by the Internet as a resource through the use of its tools and services. Throughout this Unit you will have to work within the legal and security issues regarding acceptable Internet use.

This Unit is designed to be delivered as an optional Unit. It is possible that it may be delivered in such a way to allow assessments to be integrated and assessment evidence to be generated from a subject (or subjects) that you are studying as part of your Group Award.

The Unit will introduce you to:

1   Searching, locating and evaluating information from the Internet from given task(s) or brief(s).
2   Using a range of Internet tools and services.
3   Current copyright and security issues.

Your assessment may be assessed by one assessment instrument that is in the form of a task(s) or brief(s), for Outcomes 1–3. The assessment that you complete may be in relation to a subject within the Group Award you are studying. It is also possible that the assessment may be scenario based on your work.

The assessment for Outcomes 1–3 may be:

♦   three searches in response to the task(s) or brief(s)
♦   a report which evaluates the information located and the retrieval process
♦   a checklist which records you demonstrating the selected Internet tools and services
♦   a report or presentation which examines current copyright and security issues

There are opportunities for you develop Core Skills, or components, in Problem Solving, Information Technology and Communications at SCQF level 6 through the assessment and teaching of this Unit.