

F99Y 04 (ESKINT1): Using the Internet 1

3 SCQF credit points at SCQF level 4

Description: This is the ability to set up and use appropriate connection methods to access the internet; make the best use of browser software tools and techniques to search for, retrieve and exchange information using a browser or public search engine, and work safely and securely online.

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
1 Connect to the internet.	1 Access the internet or intranet.	1 Identify different types of connection methods that can be used to access the internet.
2 Use browser software to navigate web pages.	1 Use browser tools to navigate web pages. 2 Adjust browser settings to meet needs. 3 Use browser help facilities.	1 Identify when to change browser settings to aid navigation.
3 Use browser tools to search for information from the internet.	1 Select and use appropriate search techniques to locate information. 2 Use references to make it easier to find information another time. 3 Download and save different types of information from the internet.	1 Outline how information meets requirements.
4 Use browser software to communicate information online.	1 Select and use tools and techniques to communicate information online. 2 Use browser tools to share information sources with others. 3 Submit information online using forms or interactive sites.	1 Identify opportunities to post or publish material to websites.

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
5 Follow and understand the need for safety and security practices when working online.	1 Work responsibly and take appropriate safety and security precautions when working online. 2 Keep personal information secure . 3 Follow relevant laws, guidelines and procedures for the use of the internet.	1 Identify the threats to user safety when working online. 2 Outline how to minimise internet security risks .

Note: The **emboldened** items are exemplified in the Support Notes.

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) INT: Using the Internet level 1. It has a stated number of SCQF credit points = 3 at SCQF level 4.

Support Notes

Summary

A SCQF level 4 (ITQ level 1) user can understand and use a connection method and basic Internet software tools and techniques to search for and exchange information for straightforward or routine activities. Any aspect that is unfamiliar will require support and advice from others.

Internet tools and techniques will be defined as 'basic' (foundation level) because:

- ◆ the software tools and functions will be pre-determined or commonly used
- ◆ the range of techniques used for searching and exchanging information will be familiar or commonly undertaken

An activity will typically be 'straightforward or routine' because:

- ◆ the task or context will be familiar and involve few factors (for example, time available, audience needs, content, structure)
- ◆ the input and output of information will be predetermined by the person supervising the task

Examples of context which illustrate typical activities which might be undertaken by users:

- ◆ using the internet to research a journey or holiday
- ◆ using e-learning content via a company intranet or virtual learning environment

Examples of content are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

The examples given below are indicative of the learning content and are not intended to form a prescriptive list for the purpose of assessment.

Outcome 1

Connection methods: LAN, VPN; mobile phone, modem, router, wireless, dial-up, broadband; Obtaining access: ISP, user name, password; hardware and software requirements.

Outcome 2

Browser tools: Enter, back, forward, refresh, stop, history, new window, new tab. Toolbar, search bar, address bar; home, go to, follow link, URL.

Browser settings: Homepage, auto fill, security, pop-ups, appearance, privacy; search engine; toolbars, zoom.

Outcome 3

Search techniques: Search key words, quotation marks, search within results, relational operators, 'find' or search tool, turn questions into key words for an online query.

Information requirements: Recognise intention and authority of provider, currency of the information, relevance, accuracy, bias, level of detail.

References: History, favourites, bookmarks; links; log useful sites.

Download information: Webpage, website; Images, text, numbers, sound, games, video, TV, music.

Outcome 4

Communicate information: Saved information (pod-casts, text, images), real time information (blogs, instant messaging).

Share information sources: Send link, send webpage.

Submit information: Fill-in and submit web forms; ratings, reviews, recommendations; wikis; discussion forums; interactive sites; netiquette.

Outcome 5

Safety precautions: Firewall settings, Internet security settings; report inappropriate behaviour; report security threats or breaches; netiquette, content filtering, avoid inappropriate disclosure of information.

Threats to user safety: Abusive behaviour ('cyber bullying'), inappropriate behaviour and grooming; abuse of young people; false identities; financial deception; identity theft.

Information security: Username and password/PIN selection, online identity/profile; real name, pseudonym, avatar; what personal information to include, who can see the information; withhold personal information.

Minimise risk: Virus-checking software, anti-spam software, firewall; treat messages, files, software and attachments from unknown sources with caution.

Laws, guidelines and procedures: Set by employer or organisation relating to health and safety, security; Laws: relating to copyright, software download and licensing.

Guidance on examples of evidence

Typical examples of evidence for Outcome 1

Assessor checklist to identify that connection to the Internet has been successfully achieved. Candidate statement or report, which will list and describe the different connection methods available to connect to the internet.

Typical examples of evidence for Outcome 2

Demonstrate use of a browser to navigate around the Internet. Assessor checklist.

Typical examples of evidence for Outcome 3

Demonstrate ability to successfully search for information from the Internet. Assessor checklist to identify appropriate search techniques, successful download(s) of information. Hard copy or electronic evidence of Internet activity. Candidate statement or report outlining how information found is fit for purpose and appropriate.

Typical examples of evidence for Outcome 4

Assessor checklist which shows successful communication use to communicate information, share information sources, submits information on line. Hard copy and/or electronic evidence may also be considered.

Typical examples of evidence for Outcome 5

Candidate statement or report which addresses safety and security practices for on line use. Knowledge test using multiple-choice questions to measure competence of items the content section.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

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Candidate Recording Form

Unit title		Using the Internet 1																		
Ref	Description of Evidence	Outcome 1		Outcome 2			Outcome 3			Outcome 4			Outcome 5							
		S & T	K & U	S & T	K & U	S & T	K & U	S & T	K & U	S & T	K & U	S & T	K & U							
		1	2	1	2	3	1	1	2	3	1	1	2	3	1	1	2	3	1	2

Comments

Statement of competence

I confirm that all evidence (including Knowledge and Understanding), for the entire Unit has been met:

Candidate's signature _____ **Date** _____

Internal Verifier's signature _____ **Date** _____

Assessor's signature _____ **Date** _____ **Date sampled (by IV)** _____