Title | Use the Internet for information retrieval in an organisation
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Level | 2  
Credits | 3

Purpose

This unit standard is for people who use the Internet in an organisational context.

People credited with this unit standard will be able to: describe the Internet; explain the impact of using the Internet for a specified organisation; explain the legal, ethical and organisational issues in relation to Internet use for a specified organisation; and use the Internet and its features to access information for a specified organisational purpose.

Classification

Computing > Generic Computing

Available grade

Achieved

Explanatory notes

1. This unit standard is intended for use in an organisational setting, for a real purpose. It may be assessed in a candidate's place of paid or voluntary work or within an educational setting.

2. Outcome 4 requires information retrieval for a specified organisational purpose. Before assessment, the candidate and assessor must agree to the specified purpose for the information search and the format the retrieved information will be presented in.

3. Definitions
   - **Boolean operators** means the use of terms AND, OR, NOT to refine a search.
   - **Browsers** means web browsers, which are software applications used to locate and display web pages.
   - **The World Wide Web** refers to a system of Internet servers that support specially formatted documents.

4. Legislation and guidelines relevant to this unit standard includes the: 
   - ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010
   - Copyright Act 1994;
   - Copyright (New Technologies) Amendment Act 2008;
   - Official Information Act 1982;
   - Privacy Act 1993;
   - Protected Disclosures Act 2000;
   - Unsolicited Electronic Messages Act 2007;
   - and any subsequent amendments.
5 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.

Outcomes and evidence requirements

Outcome 1

Describe the Internet.

Evidence requirements

1.1 The Internet is described in terms of its underlying concepts.

Range may include but is not limited to – the World Wide Web, access to information, standard user protocols, public domain, structure of the Internet, internationality, author driven.

1.2 The Internet is described in terms of its end-user functions.

Range includes but is not limited to – browsers, search engines, web sites, email, multi-media (text, sound, motion, graphics), links, security firewalls.

Outcome 2

Explain the impact of using the Internet for a specified organisation.

Evidence requirements

2.1 The impact of using the Internet is explained in terms of benefits to the organisation.

Range benefits may include but are not limited to – information access and download speed, 24 hour access, own website for others to access, efficient provision of customer service information, use of multi-media, computer supported collaborative work.

An explanation of three benefits is required.

2.2 The impact of using the Internet is explained in terms of limitations to the organisation.

Range may include but is not limited to – identifying authoritative sources, currency of information, accuracy of information, security, staff time involved in using the Internet.

An explanation of three limitations is required.
Outcome 3

Explain the legal, ethical and organisational issues in relation to Internet use for a specified organisation.

Evidence requirements

3.1 The explanation includes the implications of legislation for the organisation in terms of using information from the Internet.


3.2 The explanation includes the implications and impact on the organisation of providing internet access to individuals.

Range security of information, virus protection, personal use, personal safety.

3.3 The explanation includes key features of the organisation’s usage policy and procedures for internet and email use, including their rationale.

Outcome 4

Use the Internet and its features to access information for a specified organisational purpose.

Evidence requirements

4.1 Search engines are used to access information for the specified organisational purpose.

Range search, advanced search, Boolean operators.

4.2 Information from the search is collated for presentation according to the agreed format.

4.3 The collated information is used to meet the specified purpose of the search.

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Planned review date | 31 December 2016
### Status information and last date for assessment for superseded versions

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### Consent and Moderation Requirements (CMR) reference

| Consent and Moderation Requirements (CMR) reference | 0226 |


### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

### Comments on this unit standard

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.