

Title	Use the Internet and common digital devices and software to gather information and connect with other users and devices		
Level	2	Credits	7

Purpose	<p>People credited with this unit standard will be able to: search for and gather information via the Internet using common digital devices and software; identify, describe and use collaboration tools to communicate and connect with other users and devices for a given purpose; identify, describe and use communication and social networking applications to communicate and connect with other users and devices for a given purpose; and connect safely with other users.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591], and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 The purposes for each outcome will be provided to the learner. For Outcome 1, the learner and assessor must agree, before assessment, on the purpose for the information search, and the format the retrieved information will be presented in; for Outcomes 2 and 3 the purpose will include, with sufficient information, the requirements against which the success or otherwise of the collaboration, communication and connectivity can be assessed.
- 3 **Definitions**
Collaboration tools refer to asynchronous and synchronous tools such as the wide range of coordination tools, connectivity applications, conferencing tools, and online learning tools.
Communication applications refer to email, messaging, texting, electronic mailing list, online forum.

Conferencing tool refers to any of video conferencing, telephone conferencing with screen sharing, web conferencing, webinars, podcasts.

Connectivity application refers to a software application used to enable, support, or enhance a network connection with another device or website; often installed on a mobile device. These may include but are not limited to QR code readers, website specific connection apps, remote log-in apps.

Coordination tools refer to calendars; workflow systems; time trackers; task management tools; planning tools.

Cybersafety refers to the safe and responsible use of information on the Internet and other connected environments, aimed at maximising the user's personal safety and protecting self from malicious users (spam, phishing, cyberbullying, cyberstalking etc).

Digital citizenship refers to the norms of appropriate, responsible behaviour with regard to technology use.

Digital devices refer to electronic computing devices that can receive, store, process or send digital information, such as computers (desktop or laptop), tablets, smartphones or other emerging digital technologies.

Ephemeral messaging refers to the transmission of messages that automatically disappear from the screen shortly after the message has been viewed (self-destructing applications – message only lasts for a short period of time).

Good practice in this context refers to selecting and using the appropriate feature or function to enable correct use of the collaborative or communication tool on the chosen digital device.

Natural language search allows users to speak or type into a device using everyday language and phrases.

Netiquette refers to acceptable social conventions for communicating on the Internet.

Online learning tool refers to learning management systems or online learning programs.

Social networking applications refer to online social network, social messaging, video sharing, photo sharing, ephemeral messaging, micro-blogging, group communication and chatting sites.

4 Legislation and guidelines relevant to this unit standard include the:

Copyright Act 1994

Copyright (New Technologies) Amendment Act 2008

Harmful Digital Communications Act 2015

Health and Safety at Work Act 2015

Official Information Act 1982

Privacy Act 2020

Protected Disclosures Act 2000

Unsolicited Electronic Messages Act 2007

and any subsequent amendments.

Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

5 Reference

ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

Outcomes and performance criteria

Outcome 1

Search for and gather information via the Internet using common digital devices and software.

Range at least two different types of digital devices.

Performance criteria

1.1 Browsers and search engines are used effectively to search for, locate and access information for a given purpose.

Range search, using advanced search techniques, which include but are not limited to – “exact words”, “any words”, “none of”, natural language, region, timeframes (last update).

1.2 Information from the search is prepared for sharing and referenced according to legal requirements.

Range may include but is not limited to – virtual bookmarking; active links; local/cloud storage.

Outcome 2

Identify, describe and use collaboration tools to communicate and connect with other users and devices for a given purpose.

Performance criteria

2.1 Collaboration tools are identified and described in terms of their main features and uses.

Range evidence of at least seven collaboration tools.

- 2.2 Main features and functions of collaboration tools are used effectively according to the requirements of the given purpose.

Range includes but is not limited to use of – two coordination tools, and one each of a connectivity application, conferencing tool and online learning tool;
 coordination tools use includes but is not limited to – creating, modifying, commenting, reviewing;
 connectivity application use includes but is not limited to – making and testing connections, local and remote sharing (such as sharing of desktops, screens, files, folders), changing permissions as appropriate;
 conferencing tool use includes but is not limited to – joining a conference; setting microphone, video and speaker settings as required; participation in the conference, and using language appropriate for the context;
 online learning tool use includes but is not limited to – profile creation, posting to forums, completing quizzes or surveys, submitting assessments, using language appropriate for the context.

Outcome 3

Identify, describe and use communication and social networking applications to communicate and connect with other users and devices for a given purpose.

Range at least three communication applications and two social networking applications.

Performance criteria

- 3.1 Communication and social networking applications are identified and described in terms of their main features and uses.
- 3.2 Main features of communication and social networking applications are used effectively according to the requirements of the given purpose and good practice.

Range use includes but is not limited to – posts and/or messages created and sent, received, forwarded, replied to; attachments; using language appropriate for the context.

Outcome 4

Connect safely with other users.

Performance criteria

4.1 Digital citizenship is applied through a range of communication and collaboration tools.

Range digital citizenship may include but is not limited to – access, communication, literacy, netiquette, legality, rights and responsibilities, health and wellness, security; evidence of at least three communication and/or collaboration tools.

4.2 Cybersafety is applied through a range of communication and collaboration tools.

Range cybersafety may include but is not limited to – passwords, sources of material, private information, offensive or illegal content, permission to use content, privacy, cyberbullying, phishing, longevity of content, trolling; evidence of at least three communication and collaboration tools.

Replacement information	This unit standard and unit standard 29780 replaced unit standards 25662 and 20332.
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Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.