



NZQA Assessment Support Material

Unit standard	18758				
Title	Find information using the internet				
Level	1	Credits	2	Version	5

Vocational pathways	Manufacturing and Technology; Primary Industries; Service Industries; Social and Community Services; Construction and Manufacturing; Creative Industries				
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Student guidelines

Introduction

This assessment activity requires you to show that you can:

- Demonstrate knowledge of the internet;
- Launch and close a web browser and use browser controls;
- Use three different types of search engines to find information.

Conditions of assessment

This is an **open book** assessment. You may use any information to help you complete the tasks.
All answers must be in your own words.

How you will be assessed

There are **2 parts** to this assessment. Part 1 is a written task. Part 2 is a practical task, including an observation component, and the completion of two worksheets.

Observation component

For the observation component of Part 2, your supervisor / teacher must observe you using search engines to find information on the Internet, and sign a **Verification Form** to verify (confirm) you have completed all of the task requirements.

Assessment may be conducted orally - your assessor may read the question to you and write down your answer on the worksheet but they cannot help you.

Part 1 About the Internet

Describe the internet's method of operation by providing a description for each of the following terms.

TERM	DESCRIPTION
Client	
Computer	
Search engine	
Server	
Browser	
World Wide Web	
Pages	

2. Describe the INTERNET and INTRANET in terms of their purpose and use

INTERNET	INTRANET
<p>The main purpose of the internet is:</p> <p>It is used by:</p>	<p>The main purpose of an intranet is:</p> <p>It is used by:</p>

Part 2 Information gathering on the internet: practical task

Instructions

1. This task requires you to search for information on the internet. You must have a purpose or purposes for your search, related to the industry in which you work or plan to work.
2. Possible workplace scenarios that require an internet search are provided (Refer Resources page 16). You may negotiate an alternative search with your assessor or workplace supervisor.

Remember that you have to provide evidence to your assessor/workplace verifier of the searches you make.

3. Your assessor or workplace supervisor must complete the *Verification Form* to confirm that you have searched **using at least three different types** of search engine. The type of search engines may include but are not limited to any three of the following:

- local search engine
- general search engine
- specific (vertical) search engine
- metasearch engine (or aggregator)
- directories
- library database

4. Your assessor or workplace supervisor must complete the *Verification Form* to confirm that you can:

- a. Open web pages using a range of browser controls. You must **open two pages** for each of the following controls:

- URL in address bar
- search
- favourites/bookmarks
- history
- social bookmarking

b. Use browser controls to navigate between web pages:

forward and back

home

stop

tabs

c. Use simple and advanced search techniques to find information. The techniques must include:

keywords

phrases

find within a webpage

truncations

Boolean operators

search restrictions (time specific, domain type, country, file types)

5. Complete the *Describing URL Worksheet* to describe the location of two of the pages you searched in terms of its Uniform Resource Locator (URL) and the capability of software you are using.

6. Use the *Evaluating the Search Worksheet* to evaluate your search results.

You must evaluate the relevance and provenance of at least two pieces of information from each of three search engines. (*Provenance* means the credibility, timeliness, verification, validity, accuracy and authenticity of the information).

Describing URL worksheet

1. Choose two of the web pages you found in your search.
2. Describe the location of each page in terms of its Uniform Resource Locator (URL). Each part of the URL must be described.
3. Describe each web page in terms of the capability of the software you are using – a different browser and a different plug-in must be used in each description.

Web page 1

Website URL	http://	
	Protocol	
	Domain	
	Suffix	
	Country	
Browser used		
Plugin used		

Web page 2

Website URL	http://	
	Protocol	
	Domain	
	Suffix	
	Country	
Browser used		
Plugin used		

Evaluating the search worksheet

Evaluate at least **two pieces of information** you found in your search in terms of its relevance and provenance, **from each of three different search engines** that you used.

Types of search engines may include but are not limited to – local search engine, general search engine, specific (vertical) search engine, metasearch engine (or aggregator), directories, library database.

You **must use** the following types of searches: keywords, phrases, find within a webpage, truncations, Boolean operators, search restrictions (time specific, domain type, country, file types).

Search engine 1:	
Search criteria used:	
What was the purpose or reason for your search?	
One piece of information I found was: (Briefly describe the piece of information here)	
How relevant was this piece of information found for the purposes of the search? Explain your answer.	Comment on the source of this information (eg the site, the author) – was it current, reliable, credible, clear, etc?

A second piece of information I found was: (Briefly describe the piece of information here)	
How relevant was this piece of information found for the purposes of the search? Explain your answer.	Comment on the source of this information (eg the site, the author) – was it current, reliable, credible, clear, etc? Explain your answer.

Search engine 2:
Search criteria used:
What was the purpose or reason for your search (if different from above)?
One piece of information I found was: (Briefly describe the piece of information here)

<p>How relevant was this piece of information found for the purposes of the search? Explain your answer.</p>	<p>Comment on the source of this information (eg the site, the author) – was it current, reliable, credible, clear, etc? Explain your answer.</p>
<p>A second piece of information I found was: (Briefly describe the piece of information here)</p>	
<p>How relevant was this piece of information found for the purposes of the search? Explain your answer.</p>	<p>Comment on the source of this information (eg the site, the author) – was it current, reliable, credible, clear, etc? Explain your answer.</p>

<p>Search engine 3:</p>
<p>What was the purpose or reason for your search (if different from above)?</p>

<p>One piece of information I found was: (Briefly describe the piece of information here)</p>	
<p>How relevant was this piece of information found for the purposes of the search? Explain your answer.</p>	<p>Comment on the source of this information (eg the site, the author) – was it current, reliable, credible, clear, etc? Explain your answer..</p>
<p>A second piece of information I found was: (Briefly describe the piece of information here)</p>	
<p>How relevant was this piece of information found for the purposes of the search? Explain your answer.</p>	<p>Comment on the source of this information (eg the site, the author) – was it current, reliable, credible, clear, etc? Explain your answer.</p>

Verification Form

Ask your supervisor / teacher to verify that you have completed the requirements of the internet search.

Verification

I confirm that _____ (name of learner) has, without assistance:

- Successfully connected to the internet.
Searched using **at least three** different types of search engine, may include but is not limited to:
 - local
 - general
 - specific (vertical)
 - meta (aggregator)
 - directories
 - library database
- Opened **two** web pages **for each** of the following browser controls, including at least the following:
 - URL in address bar
 - Search
 - Favourites / bookmarks
 - History
 - Social bookmarking
- Used the following browser controls to navigate between web pages, including at least the following:
 - Forward and back
 - Home
 - Stop
 - Tabs
- Found information using simple and advanced techniques including at least the following:
 - Keywords
 - Phrases
 - Find within a webpage
 - Truncations
 - Boolean operators
 - Search restrictions (time specific, domain type, country, file type)

Signed: _____

Name: _____

Dated: _____

Resource – possible scenarios for assessment

Scenario One– Apprentice Electrician (Manufacturing)

You are working as an apprentice electrician and a customer wants some outside lights installed, attached to the house and in the garden.

Use the internet to find some possible design ideas and options for external lighting.

Scenario Two- Meat Inspector (Manufacturing)

You have been allocated a work experience placement at the local meat works working alongside the meat inspector. To prepare for the work experience you have been asked to find out information on the work of a meat inspector, the laws that govern what they do and the various places they work and the sort of work they do.

Use the internet to research the information you have been asked to provide.

Scenario Three – Landscape Gardener

You are working as a gardener who provides gardening services to a number of different households. A customer asks you for advice about feeding and pruning roses.

Use the internet to find some websites that might be useful to share with your customer.

Scenario Four – Seafood (Primary)

You are working as a fish filleter in a seafood processing plant and have applied to work as an apprentice in a food technology role.

Use the internet to investigate a range of seafood dishes you could learn to prepare that could be discussed when you go for an interview.

Scenario Five – Travel Agent (Service)

You would like to work in the travel industry as a travel agent. You have an interview with a local firm. As part of the interview they have asked you to complete a presentation on New Zealand destinations that would appeal to thrill seekers. You must present at least three destinations and include the accommodation costs, equipment required and costs of completing any activities.

Use the internet to research travel destinations and costs.

Scenario Six – Veterinary Assistant (Service)

You are doing work experience with the local veterinary clinic. A local primary school has asked you to come and give a talk about keeping rats and mice as pets.

Use the internet to research some basic facts you can give the children about looking after rats and mice.

Scenario Seven – Community Volunteer (Social and Community Services)

You have decided that you have five hours a week spare so thought you would like to volunteer that time for a community organisation.

Thinking about your interests and skills, use the internet to find a place you could volunteer at.

Scenario Eight – Teacher Aide (Social and Community Services)

You are working as a Teacher Aide at a local primary school and look after children who do not speak English as a First Language. An 8-year old girl from Somalia has recently started at the school and does not speak any English.

Use the internet to find out some Somalian words or phrases so that you can communicate with her on her first few days at school to help her settle in.