

Training Package	Information Technology ICA99	Unit Code
Title:	Access the Internet	ICPMM63bA
Unit Descriptor	This unit describes the competency required to access the Internet.	HSC Indicative Hours: 15
Field/Stream	Use Information Technology	
Related Competency Standards	The project life cycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Support, the Teamwork functional areas and Documentation.	

Key Competencies							
Collect, Analyse, and Organise Information	Communicate Ideas and Information	Plan and Organise Activities	Work with Others and in Teams	Use Mathematical Ideas and Techniques	Solve Problems	Use Technology	Cultural Understandings
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Related learning for the HSC	Resources that may be used for in training and assessment for this unit
<p>Students may draw on skills and knowledge developed in other studies to achieve competency in this unit. This can include:</p> <ul style="list-style-type: none"> • Systems Design and Development • Information Processes and Technology 	<ul style="list-style-type: none"> • Non-endorsed materials for ICPMM63bA • TAFE NSW Module 3617D – Introduction to the Internet • TAFE NSW Module 3617E – Writing for the World Wide Web • Computer manuals and tutorials • Materials developed by Registered Training Organisations • Various commercially produced materials including textbooks and computer tutorials

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Element of Competency	Performance Criteria	Underpinning Skills and Knowledge	Evidence Requirements	HSC Requirements
1. Identify and use local resources	<ol style="list-style-type: none"> 1. Installed Internet software applications are identified and started up 2. Internet software is used off or on line 3. Extracting (decompressing) software and virus scanner are used on downloaded files 4. Internet protocols and connection are identified 5. Security risks are avoided 	<ul style="list-style-type: none"> • Detailed knowledge of how to initiate and conclude an Internet connection • Detailed knowledge of appropriate uses of different Internet protocols and data types (WWW, e-mail, etc) • Detailed knowledge of privacy and security measures related to on line tasks • Detailed knowledge of information sources 	<p>Critical aspects of assessment</p> <p>Assessment must confirm the ability to access the Internet and obtain and send information as required.</p>	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • communications software • browser software • e-mail software • FTP software • file compression and decompression software • protocols including TCP/IP, FTP, HTTP, PPP • newsgroups • security, including accounts, passwords, firewalls • web server, ISP, ISDN, Dial-up connection • IP addressing, URL, bookmarks • acceptable use policies

<p>2. Identify and use remote resources</p>	<ol style="list-style-type: none"> 1. Files and documents using the internet search engines are accessed 2. The Internet is browsed to find related sites via links 3. Files are retrieved from a FTP repository 4. E-mails are sent, downloaded, read and responded to 5. Files attached to incoming e-mails are retrieved and sent as attached files 6. Newsgroups relevant to the industry are accessed 	<ul style="list-style-type: none"> • Access the Internet and retrieve data using WWW and e-mail and newsgroups • Send a simple e-mail or newsgroup posting • Perform a simple search and save the text of a web page to disk • Extract and virus-scan downloaded files • Demonstrate an ability to find and use information 	<p>Interdependent units of assessment</p> <p>The interdependency of units of competency for assessment will vary with the particular project or scenario. This unit has importance to a range of IT multimedia services and should be assessed in a holistic manner with the technical multimedia units.</p>	<p>Learning experiences for the HSC must include:</p> <ul style="list-style-type: none"> • accessing the Internet to search for and retrieve information according to requirements using a web based search engine • adding to and managing bookmarks • sending and receiving e-mail, with and without attachments • downloading a file using FTP • identifying a range of services offered through the Internet and evaluating associated issues such as privacy and security
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Resources	Peers and supervisors for obtaining information on the extent and quality of the contribution made.
Consistency	Competence in this unit needs to be assessed over a period of time to ensure consistency of performance in a range of contexts.
Context	Assessment of this unit of competence will usually include observation of real or simulated work processes and procedures; quality projects, questioning on underpinning knowledge and skills. The questioning of team members will provide valuable input to the assessment.
Range of Variables	
Variable	Scope
Degree of autonomy	Digital video is undertaken in the workplace in consultation with supervisor to ensure correct skills and procedures are used.
Hardware	Variables may include, but are not limited to personal computers and networked systems.
Document	Variables may include, but are not limited to: established fields and applications.
Software	Variables may include, but are not limited to: commercial software applications; organisational specific software; word processing, spreadsheet, database, graphic, communication packages and presentation functionalities.
Organisational	Variables may include, but are not limited to: keyboarding and accuracy as per organisation guidelines; Occupational Health and Safety guidelines related to the use of screen based equipment, computing equipment and peripherals, and ergonomic work stations; security procedures.
IT components	May include hardware, software and communication packages.
Documentation and reporting	Audit trails, naming standards, version control.
OH&S standards	As per company, statutory and vendor requirements. Ergonomic and environmental factors must be considered during the demonstration of this competency.
Organisational standards	May be based upon formal, well-documented methodologies or non-existent. For training delivery purposes, best practice examples from industry will be used.