



CATAPULT

BSBTEC203

Research using the internet

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBTEC203.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBTEC203/>

Trainer/assessor guide

BSBTEC203

Research using the internet

Welcome to this unit of study

This unit describes the skills and knowledge required to plan, conduct and present research using the internet within an organisational context.

The unit applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of research in a defined context, under direct supervision or with limited individual responsibility.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Plan research.....	5
Task requirements.....	5
Research objectives	7
Information sources	8
Selecting an application and search engine	9
Search terms	10
Check your understanding	11
Topic 2: Conduct research.....	13
Internet access.....	13
Accessing a search engine	15
Entering search terms	16
Collecting information.....	18
Help functions	20
Check your understanding	21
Topic 3: Present research.....	23
Recording information	23
Delivering research.....	25
Check your understanding	27
Topic 4: Additional learning	29
Basic research methods.....	29
Policies and procedures.....	32
Documenting research.....	34
References.....	37
Assessment workbook	39
Unit information	41
What is competency-based assessment?.....	42
How will my competency be assessed?.....	43
Assessment agreement	44
Foundation skills checklist.....	45
Skills recognition.....	46
Topic 1: Plan research.....	47
Topic 2: Conduct research.....	48
Topic 3: Present research	49
Knowledge questions	50
Topic 1: Plan research.....	51
Topic 2: Conduct research.....	57
Topic 3: Present research	62
Topic 4: Specific knowledge evidence	64

Performance tasks	68
Third party evidence collection agreement	69
Topic 1: Plan research.....	70
Topic 2: Conduct research.....	72
Topic 3: Present research.....	74
Completion record	76
Unit mapping	77
Trainer/ assessor user instructions	78

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan research
- » Conduct research
- » Present research
- » Additional learning

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
