



CATAPULT

ICPDMT2630

Access and use the internet

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit ICPDMT2630.

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/ICPDMT2630/>

Trainer/assessor guide

ICPDMT2630

Access and use the internet

Welcome to this unit of study

This unit describes the skills and knowledge required to use the internet to browse and download information and identify required software and security risks.

It applies to individuals who create electronic documents and use multimedia information within their work environments.

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: Identify and use local resources	5
Internet security requirements.....	5
Internet software applications	7
Using internet software applications	10
Extracting software	11
Internet connections	15
Downloading and installing files	18
Security risks	21
Check your understanding	25
Topic 2: Locate and use online resources	27
Navigating websites.....	27
Using internet search engines	29
Browsing the internet.....	31
File Transfer Protocol	32
Send, download, read, respond to and save emails	33
Save files attached to incoming email.....	36
Access industry specific online communities.....	37
Check your understanding	43
References.....	45
Assessment workbook	47
Unit information	49
What is competency-based assessment?.....	50
How will my competency be assessed?.....	51
Assessment agreement.....	52
Foundation skills checklist.....	53
Skills recognition.....	54
Topic 1: Identify and use local resources	55
Topic 2: Locate and use online resources	56
Knowledge questions	57
Topic 1: Identify and use local resources	58
Topic 2: Locate and use online resources	65
Topic 3: Specific knowledge evidence	73
Performance tasks.....	81
Third party evidence collection agreement	82
Topic 1: Identify and use local resources	83
Topic 2: Locate and use online resources	85
Completion record.....	86
Unit mapping.....	87
Trainer/ assessor user instructions.....	90

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify and use local resources
- » Locate and use online resources

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.

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