

# Learning Assessment Guide

## Unit Standard 20332 – Version 2

### Apply Internet knowledge and skills in an organisational context

#### Level 3 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- describe the Internet
- explain the relevance to a specified organisation of using the Internet
- explain legal, ethical and organisational issues in relation to Internet use for a specified organisation
- use the Internet and its features to access information relevant to the specified organisation and for a specified purpose.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- A verification form for your manager, team leader or colleague to complete.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

### 1 Definitions

The *Internet* is a global network connecting millions of computers. More than 100 countries are linked into it and can exchange data, news and opinions.

The *World wide web* is a system of Internet servers that support documents that can be read on the Internet.

*Browser* means a web browser - a software program that can find and display web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers (they can display graphics as well as text).

*PDF* means portable document format. It is a file type which is used to display documents in a general manner (that is independent of the original program, hardware and operating system). PDF files can contain any combination of text, graphics and images in a format that is device and resolution independent.

*.exe files* means an executable binary file programme. Computers that use MS-DOS (Microsoft Disk Operating System) and the Microsoft Windows operating system use the *.exe* file extension to identify these files. Executable files or *.exe* files can be vulnerable to viruses.

- 2 Legislation relevant to this unit standard includes: Copyright Act 1994, Official Information Act 1982, Privacy Act 1993, and Protected Disclosures Act 2000.
- 3 This unit standard should be assessed within an organisational setting. It is not suitable for assessment by simulation. **The specified organisation refers to the place of paid or voluntary work for the learner;** it excludes a training provider environment where the learner is enrolled as a student.
- 4 Element 4 requires a specified purpose relevant to the organisational context. **The learner and assessor will agree to the specified purpose of the information search before assessment.**

An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at <http://www.nzqa.govt.nz/for-providers/resources/index.html>.

## Assessment Task One – Elements 1, 2 and 3

### Introduction

Assessment task one is designed to assess your ability to:

- describe the Internet
- explain the relevance to a specified organisation of using the Internet
- explain legal, ethical and organisational issues in relation to Internet use for a specified organisation.

### Instructions

- Answer all the questions to complete the assessment.
- You don't have to write all your answers. You may speak or sign your answers.
- Grammar, spelling and punctuation are not assessed but information must be clear.
- If your assessor is not sure of your answers, you may be asked to explain further.
- Read through all the information and familiarise yourself with the tasks and instructions.
- Contact your assessor to clarify anything you are unsure about.
- Make sure you follow any relevant legislation such as the Privacy Act 1993, Official Information Act 1982, Protected Disclosures Act 2000 and Copyright Act 1994.
- Follow and refer to any relevant organisational procedures (formally documented instructions in the workplace which are available to you and the assessor).
- Use separate sheets of paper to answer the questions.
- Contact your assessor when you have finished the assessment tasks.
- Make sure you keep a copy of your completed assessment if you are mailing the original copy to your assessor.

**Question 1**

Describe these concepts that the Internet is based on.

- the world wide web
- access to information
- standard user protocols
- public domain
- structure of the internet
- internationality

- author driven

## Question 2

Describe what people use the following Internet functions for:

- browsers
- search engines and web sites
- e-mail
- multi-media (text, sound, motion, graphics)
- links
- security firewalls

**Question 3**

Explain **at least three** benefits to your organisation of using the Internet.

1.

2.

3.

**Question 4**

Explain **at least three** limitations to your organisation of using the Internet.

1.

2.

3.

### Question 5

Explain why you need to follow these laws when using information from the Internet. What might happen to your organisation if you don't follow this legislation?

- Copyright Act
- Official Information Act
- Privacy Act
- Protected Disclosures Act

### Question 6

Explain why these issues may be a threat to the organisation when providing Internet access to staff in your organisation:

- security of information
- virus protection

**Question 7**

Explain at least five key features of your organisation's policy and procedures for Internet use and why these rules exist.

**The completed assessment for Task One will include:**

- answers to all the questions

## Assessment Task Two – Element 4

### Introduction

Assessment task two is designed to assess your ability to:

- use the Internet and its features to access information relevant to the specified organisation and for a specified purpose.

### Instructions

- You must be assessed within an organisational setting – your workplace. You cannot be assessed in a simulated or educational environment.
- There must be a specified purpose for this assessment which is relevant to your organisation.
- You and your assessor must agree to the specified purpose of the information search before assessment.
- You must provide evidence of using the Internet for:
  - use search engines **three** times to access relevant information for the organisation's use – you must use both search and advanced search
  - use a browser **three** times to access Internet sites for the organisation's use – you may use favourites/bookmark
  - download, view, save and print files – these files must include **at least three** of page, PDF, .exe files, .doc files, zip files, sites you have found and saved
  - shared information relevant to the organisation **three** times with others by sending a link.
- You are welcome to write notes and bring them along to your assessment.
- For each example describe to your assessor:
  - The information you were looking for.
  - Why you needed to search for the information.
  - How you chose where to look.
  - Whether it was easy or challenging to find the information.
  - Where you found the information you were looking for.
- Get your manager, team leader or a colleague to complete the verification form.

### The completed assessment for task two will include:

Evidence of using the Internet and its features to access information relevant to the specified organisation and for a specified purpose including:

- three examples of search and advanced search
- three examples of using a browser
- three examples of downloading, viewing, saving and printing files from the range
- three examples of sharing information with others by sending a link
- a completed verification form.

## Verification Form

<b>Learner's Name:</b>	
------------------------	--

This learner is currently completing unit standard 20332, *Apply Internet knowledge and skills in an organisational context*.

Please verify that the learner can:

- use search engines to access relevant information for the organisation's use – they must use both search and advanced search
- use a browser to access Internet sites for the organisation's use – they may use favourites/bookmark
- download, view, save and print files – these files must include **at least three** of page, PDF, .exe files, .doc files, zip files, sites the learner has found and saved
- shared information relevant to the organisation with others by sending a link.

<b>Verifier Name:</b>		<b>Date:</b>	
<b>Position:</b>		<b>Phone:</b>	
<b>Email:</b>			
<b>Signature:</b>			



<p><i>Task 1 / Element 3</i> (Question 5)</p> <p>(Question 6)</p> <p>(Question 7)</p>	<p>The explanation includes the implications of legislation to the organisation in terms of using information from the Internet.</p> <p>The explanation includes implications to the organisation of providing Internet access to individuals in the workplace, in terms of security of information, and virus protection.</p> <p>The explanation includes key features of the organisation's policy and procedures for Internet use, including their rationale.</p>	<p>Appropriate explanation includes but is not limited to – at least <b>one</b> implication for <b>each</b> of Copyright Act, Official Information Act, Privacy Act, and Protected Disclosures Act.</p> <p>Appropriate explanation includes at least <b>one</b> implication for <b>each</b> of security of information, and virus protection.</p> <p>Appropriate explanation and rationale includes at least <b>five</b> key features of the learner's organisation policy and procedures.</p>
<p><i>Task 2 / Element 4</i></p>	<p>Evidence provided, assessor questions answered and verification form completed.</p> <p>Search engines are used to access relevant information for the organisation's use.</p> <p>Browser is used to access Internet sites for the organisation's use.</p> <p>Files are downloaded, viewed, saved and printed. Evidence of three is required.</p> <p>Information relevant to the organisation is shared with others by sending a link.</p>	<p>Search engines are used at least <b>three</b> times for search, advanced search which are relevant to the organisation.</p> <p>Browser is used at least <b>three</b> times to access Internet sites which are relevant to the organisation's use. May include but is not limited to - use of favourites/bookmark.</p> <p>Files are downloaded, viewed, saved and printed. May include but is not limited to at least <b>three</b> of - page, PDF, .exe files, .doc files, zip files, sites found and saved.</p> <p>Information relevant to the organisation is shared with others at least <b>three</b> times by sending a link.</p>