

Learning Assessment Guide

Unit Standard 7121 – Version 3

Demonstrate information search, access, and selection skills

Level 2 – 2 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.

This Learning Assessment Guide is made up of:

- A description of the tasks you need to complete to be assessed as competent in this unit standard
- Answer sheets for you to use, if you choose to complete the tasks in writing.
(Alternately, you may choose to answer the questions verbally, in which case your assessor will record your answers on these forms)
- The Assessment Guide summary which your assessor will use to assess your competence

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

- Determine the purpose and scope of an information search
- Access and select information
- Review the information search, access, and selection process undertaken.

Special Notes:

You can choose to complete this unit when you are doing your research for unit 14950 Demonstrate introductory knowledge and understanding of Te Tiriti o Waitangi in government.

There is no Assessor Guide provided for this unit standard. It has not been identified as needed.

Assessment Task One – Element 1

Please complete this task before you begin your research.

This task is designed to assess your ability to:

- Determine the purpose and scope of an information search.

Task Instructions

Please answer the following questions. You may do this orally or in writing.

1. Why are you doing this information search?

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2. What do you want to find out?

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3. What sources will you use to find this information? Describe three different sources. Sources may include: your own knowledge, other people, the internet, written material, or examples of other ways you can gather information.

1.

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2.

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3.

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Assessment Task Two – Element 2

This task is designed to assess your ability to:

- Access and select information.

Task instructions

There are two parts to this task.

Part 1

Please answer the following questions. You may do this orally or in writing.

1. What sources of information did you use? Three different types of sources are required.

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2. How did you decide what information to use?

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Part 2

Provide evidence of the information you used. For example:

- Attach any material you printed off the internet **or** list the website address
- List the books you referred to – include the author and date of publication
- List relevant courses you have attended
- Attach copies of handouts or pamphlets you used
- Give names of other people you consulted
- Attach newspaper or magazine clippings

I used the following information:

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Assessment Task Three – Element 3

This task is designed to assess your ability to:

- Review the information search, access, and selection process undertaken.

Task instruction

There are two parts to this task.

Part 1

Using the following table list the advantages and disadvantages of the sources of information you used. An example is provided for you.

Source of information	Advantages	Disadvantages
<i>A friend</i>	<i>I see her a lot so could ask her things as I thought of them. She was happy to share her knowledge. She knew a lot about the Treaty.</i>	<i>We would get sidetracked and talk about other things. She was not clear on the roles of some of the agencies.</i>

Part 2

Using the following table describe the usefulness of the information you gained.

The information I gained	Met the purpose? Yes / No	Comment

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Task / Element	Evidence Required	Judgement	Checklist
<p><i>Task 1 / Element 1</i></p> <p>Determine the purpose and scope of an information search</p>	<p>The learner is required to answer three questions. They may be answered orally or in writing.</p>	<ul style="list-style-type: none"> • The purpose of the information search is accurately stated • The scope of the search is identified • The scope fits the purpose of the search • At least three different sources of information are listed 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 2 / Element 2</i></p> <p>Access and select information</p>	<p>The learner is required to answer two questions and provide evidence of the information selected.</p>	<ul style="list-style-type: none"> • At least three different sources of information are listed • Reasons for the selection of information are stated • Evidence is provided of the information used • The information selected is relevant to the purpose 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 3 / Element 3</i></p> <p>Review the information search, access, and selection process undertaken</p>	<p>The learner is required to evaluate the usefulness of the sources of the information and the information gathered.</p>	<ul style="list-style-type: none"> • Advantages and disadvantages of the sources are described • Usefulness of the information gathered is identified 	<p>Yes / No</p> <p>Yes / No</p>

Meets requirements

More evidence is required

Signed

Date