Purpose
This document details the syllabus for the Information Literacy module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Information Literacy module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Information Literacy Module

This module sets out essential concepts and skills relating to identifying, searching, evaluating, organising and communicating online information.

Module Goals

Successful candidates will be able to:

- Determine what online information is needed to meet a particular requirement.
- Search securely for online information using search engines and social media applications.
- Critically evaluate information using a range of criteria.
- Manage and organise information using a range of tools.
- Plan, draft, review and deliver online information.

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<thead>
<tr>
<th>CATEGORY</th>
<th>SKILL SET</th>
<th>REF.</th>
<th>TASK ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Information Concepts</td>
<td>1.1 Key Concepts</td>
<td>1.1.1</td>
<td>Understand the term information. Be aware that information is increasingly accessed online.</td>
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<tr>
<td></td>
<td></td>
<td>1.1.2</td>
<td>Outline the advantages of online information like: accessibility, speed, global reach.</td>
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<td>1.1.3</td>
<td>Outline the disadvantages of online information like: difficulty in regulating, dependency on infrastructure, ease of plagiarism.</td>
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<td>1.1.4</td>
<td>Outline steps involved in searching for and using online information to create new content: define what information is required, search for information, evaluate search results, create new content.</td>
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<tr>
<td></td>
<td>1.2 Information Sources</td>
<td>1.2.1</td>
<td>Understand the purpose of different online information sources like: informing, presenting opinions, persuading, entertaining.</td>
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<tr>
<td></td>
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<td>1.2.2</td>
<td>Identify ways of obtaining online information like: search engines, wikis, blogs, microblogs, Internet forums.</td>
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<tr>
<td>2 Searching for Information</td>
<td>2.1 Defining the Information Need</td>
<td>2.1.1</td>
<td>Identify steps in defining the information need like: identify a topic, determine what type of information is needed, collect background information.</td>
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<td>2.1.2</td>
<td>Recognise techniques for developing a search strategy like: identifying the search question, listing keywords, using synonyms.</td>
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<td></td>
<td>2.2 Using a Search Engine</td>
<td>2.2.1</td>
<td>Carry out a search in a search engine. Recognise that a search can be broadened, narrowed.</td>
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<tr>
<td>2.2.2</td>
<td>Ref.</td>
<td></td>
<td>Refine a search using techniques like: exact phrase, truncation, Boolean operators, relational operators.</td>
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<td>2.2.3</td>
<td>Use</td>
<td></td>
<td>Use advanced search engine features like: date, language, region.</td>
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<tr>
<td>2.2.4</td>
<td>Identify</td>
<td></td>
<td>Identify elements of a search engine results page like: output order, advertisements.</td>
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<tr>
<td>2.2.5</td>
<td>Understand</td>
<td></td>
<td>Understand the term cookies, pop-ups. Be aware of the need to log off websites to ensure safe browsing.</td>
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<tr>
<td>2.3</td>
<td>Identify</td>
<td>2.3.1</td>
<td>Identify the types of online information that can be found using social media applications like: encyclopedias, news updates, personal opinions, advertising and discussions.</td>
</tr>
<tr>
<td>2.3</td>
<td>Use</td>
<td>2.3.2</td>
<td>Use social media applications to find users and specific interest groups.</td>
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<tr>
<td>2.3</td>
<td>Create</td>
<td>2.3.3</td>
<td>Create lists to organise users, specific interest groups.</td>
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<tr>
<td>2.3</td>
<td>Create</td>
<td>2.3.4</td>
<td>Create, find posts, messages.</td>
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<tr>
<td>2.3</td>
<td>Share</td>
<td>2.3.5</td>
<td>Share a post, message.</td>
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<tr>
<td>2.3</td>
<td>Search</td>
<td>2.3.6</td>
<td>Search for online information using a wiki.</td>
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<tr>
<td>2.3</td>
<td>Understand</td>
<td>2.3.7</td>
<td>Understand potential risks when searching for online information using social networking applications like: misleading information, false identities, phishing, unsolicited messages.</td>
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<tr>
<td>3</td>
<td>Evaluate</td>
<td>2.3.8</td>
<td>Set common account privacy options in social media applications.</td>
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<tr>
<td>3.1</td>
<td>Recognise</td>
<td></td>
<td>Recognise that online information can be evaluated under the headings of: accuracy, authority, currency, coverage, objectivity, relevancy.</td>
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<tr>
<td>3.1</td>
<td>Evaluate</td>
<td></td>
<td>Evaluate accuracy of online information using criteria like: extent of errors, evidence of research, peer-review validation.</td>
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<td>3.1</td>
<td>Evaluate</td>
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<td>Evaluate authority of online information using criteria like: author's credentials, availability of contact details, publisher's reputation.</td>
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<tr>
<td>3.1</td>
<td>Evaluate</td>
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<td>Evaluate currency of online information using criteria like: presence of a date, frequency of updates, ongoing validity of content.</td>
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<tr>
<td>3.1</td>
<td>Evaluate</td>
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<td>Evaluate coverage of online information using criteria like: depth, extent of omissions, acknowledgement of omissions.</td>
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<td>3.1.6</td>
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<td>Evaluate objectivity of online information using criteria like: identifying the purpose, determining if fact or opinion.</td>
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<td>3.1.7</td>
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<td>Evaluate relevancy of online information for a target audience using criteria like: age, existing level of knowledge, language skills.</td>
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<td>3.2</td>
<td>3.2.1</td>
<td></td>
<td>Recognise tools to organise online information like: tables, bookmarks, outlines, storyboards, social bookmarking sites.</td>
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<tr>
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<td>3.2.2</td>
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<td>Recognise the need to record and acknowledge sources of information, seek permission as appropriate.</td>
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<td>3.2.3</td>
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<td>Recognise storage considerations like: ease of access, version control, distribution, access log, cost.</td>
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<td>4</td>
<td>4.1.1</td>
<td></td>
<td>Identify considerations when planning to communicate new information like: purpose, amount of detail, target audience, format, language, style.</td>
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<td>4.1.2</td>
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<td>Identify structural elements when drafting new information like: introduction, body, conclusion.</td>
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<td>4.1.3</td>
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<td>Identify legal considerations involved in drafting new information like: copyright, intellectual property rights, disclaimers, data protection, defamation.</td>
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<td>4.1.4</td>
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<td>Identify ethical considerations involved in drafting new information like: avoiding falsification, plagiarism.</td>
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<td>4.1.5</td>
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<td>Understand how a citation is used when creating information.</td>
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<td>4.2.1</td>
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<td>Identify criteria for reviewing a draft like: clarity, accuracy, conciseness, consistency, logic of argument, language, style.</td>
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<td>4.2.2</td>
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<td>Be aware of the consequences involved in publishing information like: permanency, security risks, loss of control.</td>
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