

Overview

This standard is about making the best use of software, tools and techniques to source, organise, share and synthesise digital information.

It involves determining the extent and nature of information required, integrating digital information and managing information storage. It also includes selecting and using digital apps and techniques to customise and improve the efficiency of information searches; and synchronising information on different devices.

Performance criteria

You must be able to:

1. determine the extent and nature of information needed to meet organisational requirements
2. identify appropriate potential sources of information to meet organisational requirements
3. plan an approach for gathering and managing digital information in line with organisational requirements
4. customise browser settings to aid efficiency and browser performance
5. use IT tools and techniques to improve the efficiency of information searching
6. combine and integrate information from a range of sources for the intended purpose
7. organise and synchronise information on multiple devices to meet intended purpose
8. develop and interpret digital information reports from a range of formats to identify improvements

Knowledge and understanding

You need to know and understand:

1. how to use digital information to support decision-making
2. how to improve browser performance
3. the importance of referencing information sources
4. the implications of copyright and data protection regulations for information use within the organisation
5. how sensitive information can be protected, for example using encryption
6. ways in which file extensions can determine how information is handled
7. why indexing improves search ability
8. methods used in business to improve search engine ranking and the impact this has on search results
9. how to manage digital information responsibly and in line with legislation and organisational standards
10. how to evaluate the quality and trustworthiness of information against requirements

Interpret digital information

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