Develop digital information strategies

Overview

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

It involves designing strategies for digital information gathering, content curating and managing information. It also includes developing organisational guidelines for the use of digital information and advising others on managing digital information.

Performance criteria

You must be able to:

1. define a research strategy for gathering digital information
2. plan, execute and review the process for researching digital information
3. advise others on appropriate techniques to source, organise and manage digital information to meet their needs
4. design strategies for the effective management of information of different types and from different sources
5. collate and present digital information from multiple sources to meet organisational requirements
6. classify digital information for effective use by self and others
7. develop appropriate organisational guidelines for the use of digital information

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Knowledge and understanding

You need to know and
understand:

1. the purpose of digital research strategies and guidelines and the methods used to develop them
2. how to resolve compatibility issues between platforms and file formats
3. how to manage browser settings for accessibility and multimedia display
4. the methods used to reference and verify information sources
5. how search algorithms work
6. the use of metadata, tagging and other methods to raise search engine ranking
7. how to determine the extent to which own information can be accessed and used
8. the range of techniques used to source, organise and manage digital information and how to apply them

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