
Overview

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

It involves defining information needs and potential sources, planning how to approach information gathering to meet needs, organising and manipulating different information types. It also includes configuring browsers, using content curating tools and configuring personal information management tools.

Organise digital information

Performance criteria

You must be able to:

1. define digital information needs in line with organisational requirements
2. identify relevant potential sources of digital information
3. direct or signpost others to relevant digital information sources
4. select and use a range of software applications to access digital information to meet intended purpose
5. configure browser settings to meet personal needs
6. control and refine search results using appropriate techniques
7. select and retrieve digital information from various sources for the intended purpose
8. manage and share digital information and sources using appropriate content curation tools
9. organise and manipulate different information types including image libraries, playlists, favourites lists to aid retrieval for the intended purpose
10. configure personal information management tools to meet own needs
11. handle digital information in a responsible way and in line with legislation and organisational standards
12. review the suitability and reliability of information against organisational requirements

Knowledge and understanding

You need to know and understand:

1. how to determine the reliability of digital information
2. the purpose of cookies
3. how to manage references to aid information retrieval
4. the implications of copyright and data protection regulations for own information use
5. how to use the Internet effectively and within parameters set by the organisation
6. the importance of privacy and security when handling information
7. the cultural, ethical, economic, legal, and social issues surrounding the use of information
8. the different formats for storing of information and how to apply them
9. how to use Boolean expressions in searching
10. how to categorise and classify digital information for ease of storage, retrieval and use
11. how to determine the degree of accuracy and timeliness of information to meet needs
12. the range and types of software applications available to support information management
13. how to limit the extent to which own information can be accessed and used

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