



The Digital Skills Standard

**ICDL**

# **INFORMATION LITERACY**

Syllabus 1.0



**Syllabus Document**



### **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.

| CATEGORY                           | SKILL SET                        | REF.  | TASK ITEM   |   |
|------------------------------------|----------------------------------|-------|---|---|
| <b>1 Information Concepts</b>      | <i>1.1 Key Concepts</i>          | 1.1.1 | Understand the term information. Be aware that information is increasingly accessed online.   |   |
|                                    |                                  | 1.1.2 | Outline the advantages of online information like: accessibility, speed, global reach.  |   |
|                                    |                                  | 1.1.3 | Outline the disadvantages of online information like: difficulty in regulating, dependency on infrastructure, ease of plagiarism.   |   |
|                                    |                                  | 1.1.4 | 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. |   |
|                                    | <i>1.2 Information Sources</i>   | 1.2.1 | Understand the purpose of different online information sources like: informing, presenting opinions, persuading, entertaining.  |   |
|                                    |                                  | 1.2.2 | Identify ways of obtaining online information like: search engines, wikis, blogs, microblogs, Internet forums.  |   |
|                                    |                                  | 2.1   | 2.1.1   | Identify steps in defining the information need like: identify a topic, determine what type of information is needed, collect background information. |
|                                    |                                  |       | 2.1.2   | Recognise techniques for developing a search strategy like: identifying the search question, listing keywords, using synonyms.                        |
| <b>2 Searching for Information</b> | <i>2.2 Using a Search Engine</i> | 2.2.1 | Carry out a search in a search engine. Recognise that a search can be broadened, narrowed.  |   |

| CATEGORY                                       | SKILL SET                                  | REF.  | TASK ITEM   |
|--|--|-------|---|
|  |  | 2.2.2 | Refine a search using techniques like: exact phrase, truncation, Boolean operators, relational operators.   |
|  |  | 2.2.3 | Use advanced search engine features like: date, language, region.   |
|  |  | 2.2.4 | Identify elements of a search engine results page like: output order, advertisements.   |
|  |  | 2.2.5 | Understand the term cookies, pop-ups. Be aware of the need to log off websites to ensure safe browsing.   |
|  | <i>2.3 Using Social Media Applications</i> | 2.3.1 | Identify the types of online information that can be found using social media applications like: encyclopedias, news updates, personal opinions, advertising and discussions.         |
|  |  | 2.3.2 | Use social media applications to find users and specific interest groups.   |
|  |  | 2.3.3 | Create lists to organise users, specific interest groups.   |
|  |  | 2.3.4 | Create, find posts, messages.   |
|  |  | 2.3.5 | Share a post, message.  |
|  |  | 2.3.6 | Search for online information using a wiki.   |
|  |  | 2.3.7 | Understand potential risks when searching for online information using social networking applications like: misleading information, false identities, phishing, unsolicited messages. |
|  |  | 2.3.8 | Set common account privacy options in social media applications.  |
| <b>3 Evaluating and Organising Information</b> | <i>3.1 Evaluating Information</i>          | 3.1.1 | Recognise that online information can be evaluated under the headings of: accuracy, authority, currency, coverage, objectivity, relevancy.  |
|  |  | 3.1.2 | Evaluate accuracy of online information using criteria like: extent of errors, evidence of research, peer-review validation.  |
|  |  | 3.1.3 | Evaluate authority of online information using criteria like: author's credentials, availability of contact details, publisher's reputation.  |
|  |  | 3.1.4 | Evaluate currency of online information using criteria like: presence of a date, frequency of updates, ongoing validity of content.   |
|  |  | 3.1.5 | Evaluate coverage of online information using criteria like: depth, extent of omissions, acknowledgement of omissions.  |

| CATEGORY                           | SKILL SET                                       | REF.  | TASK ITEM   |
|------------------------------------|---|-------|---|
|                                    |   | 3.1.6 | Evaluate objectivity of online information using criteria like: identifying the purpose, determining if fact or opinion.                                    |
|                                    |   | 3.1.7 | Evaluate relevancy of online information for a target audience using criteria like: age, existing level of knowledge, language skills.                      |
|                                    | 3.2 <i>Organising Information</i>               | 3.2.1 | Recognise tools to organise online information like: tables, bookmarks, outlines, storyboards, social bookmarking sites.                                    |
|                                    |   | 3.2.2 | Recognise the need to record and acknowledge sources of information, seek permission as appropriate.  |
|                                    |   | 3.2.3 | Recognise storage considerations like: ease of access, version control, distribution, access log, cost.   |
| <b>4 Communicating Information</b> | 4.1 <i>Planning and Drafting Information</i>    | 4.1.1 | Identify considerations when planning to communicate new information like: purpose, amount of detail, target audience, format, language, style.             |
|                                    |   | 4.1.2 | Identify structural elements when drafting new information like: introduction, body, conclusion.  |
|                                    |   | 4.1.3 | Identify legal considerations involved in drafting new information like: copyright, intellectual property rights, disclaimers, data protection, defamation. |
|                                    |   | 4.1.4 | Identify ethical considerations involved in drafting new information like: avoiding falsification, plagiarism.  |
|                                    |   | 4.1.5 | Understand how a citation is used when creating information.  |
|                                    | 4.2 <i>Reviewing and Delivering Information</i> | 4.2.1 | Identify criteria for reviewing a draft like: clarity, accuracy, conciseness, consistency, logic of argument, language, style.                              |
|                                    |   | 4.2.2 | Be aware of the consequences involved in publishing information like: permanency, security risks, loss of control.  |