

Final QALL Information Literacy Units

(Levels E1, E2, E3, 1, 2, 3, 4)

Information Literacy

Unit Code: **HD3E1CY031**

Level: **Entry One**

Credit Value: **3**

Unit ID: **CCZ138**

learnirect: **HD3**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Recognise a range of information sources (CE1.1.1)	1.1 Identify people or organisations from whom information can be obtained 1.2 Identify different types of written information sources.
2. Recognise the preparation necessary when gathering information to meet a specific purpose (CE 1.1.2)	2.1 State the facts already known about the chosen subject 2.2 Outline the information needed 2.3 State the checks to be made to ensure that information is suitable 2.4 Identify where the most relevant information might be found from a range of options. 2.5 Put together questions to use to obtain information orally 2.6 Identify the key words to look for in written sources 2.7 Give action points for obtaining information
3. Understand how to gather required information and judge its value (CE1.1.1, CE1.1.2 & CE1.2.1)	3.1 Ask questions to obtain information 3.2 Listen for and identify main points of an answer 3.3 Identify key information from simple texts 3.4 Check that information meets the requirements identified in 2.2
4. Know how to present and record information (CE1.1.1)	4.1 State information found and how it is to be used, recording key details 4.2 Present the information in the most appropriate way for the audience and purpose

Assessment Methods:

There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.

ESDGC

- Identity & Culture
- Wealth & Poverty
- Climate Change
- Health
- Consumption & Waste
- Choices & Decisions
- The Natural Environment

Other Mappings:

Unit mapped to Essential Skills specifications

Assessor Requirements:

- The assessment could be within any context therefore ESDGC themes should be identified at point of assessment.
- For 2.3: e.g. is it out of date, is there enough detail.

Information Literacy

Unit Code: **HD3E2CY029**

Level: **Entry Two**

Credit Value: **3**

Unit ID: **CCZ139**

learnirect: **HD3**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1. Know a range of information sources. (CE 2.1.2)</p>	<p>1.1 Give at least 2 examples for each of oral, paper based and electronic information sources.</p> <p>1.2 Identify the difference(s) between the sources of information identified in 1.1.</p> <p>1.3 Match at least 3 information texts to their source.</p>
<p>2. Be able to prepare to gather information to meet a specific purpose. (CE 2.1.2)</p>	<p>2.1 Define the information needed and its purpose.</p> <p>2.2 Outline the facts already known about a subject.</p> <p>2.3 State the checks to be made to ensure that the information is suitable.</p> <p>2.4 Identify potential sources of the information.</p> <p>2.5 Prepare questions to obtain information orally.</p> <p>2.6 Indicate the key words required for searching written information.</p> <p>2.7 List the steps required to obtain the information.</p>
<p>3. Understand how to gather required information and judge its value. (CE 2.1.2)</p>	<p>3.1 Ask questions to obtain information orally.</p> <p>3.2 Listen for and identify key points of response.</p> <p>3.3 Record information received together with its origin.</p> <p>3.4 Use a table of contents or index to find information within a written source.</p> <p>3.5 Extract information from written sources and record the origin.</p> <p>3.6 Check the information meets the needs identified in 2.1.</p> <p>3.7 Extract information from at least 2 pieces of material presented in diagrammatic</p>

	format .
4. Know how to present information . (CE 2.1.2)	4.1 Outline the information found, recording key details. 4.2 Present the information in the most appropriate format for the audience and purpose.

Assessment Methods:

There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.

ESDGC

- Identity & Culture
- Wealth & Poverty
- Climate Change
- Health
- Consumption & Waste
- Choices & Decisions
- The Natural Environment

Other Mappings:

Unit mapped to Essential Skills specifications

Assessor Requirements:

- The assessment could be within any context therefore ESDGC themes should be identified at point of assessment.
- 1.3 - e.g. definitions of words to dictionary, sports report to newspaper
- 2.3 - e.g. currency, suitability
- 3.7 - e.g. bar charts or diagrams

Information Literacy

Unit Code: **HD3E3CY052**

Level: **Entry Three**

Credit Value: **3**

Unit ID: **CCZ140**

learnirect: **HD3**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1. Know a range of information sources. (CE 3.1.1 & CE 3.1.2)</p>	<p>1.1 Give at least 3 examples of suitable information sources available.</p> <p>1.2 Give at least 2 examples of medium through which these sources might be accessed.</p> <p>1.3 State the benefits and limitations of each type of information source.</p>
<p>2. Understand how to prepare when using information sources. (CE 3.1.2)</p>	<p>2.1 Identify the information required to meet the challenge.</p> <p>2.2 Outline the information already known about the specific topic and identify the gaps.</p> <p>2.3 Identify characteristics of appropriate information.</p> <p>2.4 Prepare questions that will need to be asked when gathering the required information orally.</p> <p>2.5 List key words to use when finding information using other sources.</p> <p>2.6 Identify where the information sources in 1.1 may be located.</p> <p>2.7 List action points for obtaining information.</p>
<p>3. Understand how to gather required information and judge its value. (CE 3.2.1)</p>	<p>3.1 Access the source(s) and gather information in required format.</p> <p>3.2 Identify how well information meets the questions in 2.4.</p> <p>3.3 Identify any remaining information gaps and how they may be met.</p> <p>3.4 Use an index, directory, web OPAC or catalogue in print or on the web to search for keyword, author or title.</p> <p>3.5 Obtain information from at least 2 everyday sources.</p>

	3.6 Locate information from at least 2 different types of graphs.
4. Understand how information may be presented.	4.1 Identify the elements required from all the information gathered. 4.2 Present the information in the most appropriate format for the audience and purpose. 4.3 Use numeric sequencing in presentation.

Assessment Methods:

There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.

ESDGC

- Identity & Culture
- Wealth & Poverty
- Climate Change
- Health
- Consumption & Waste
- Choices & Decisions
- The Natural Environment

Other Mappings:

Unit mapped to Essential Skills specifications

Assessor Requirements:

- The assessment could be within any context therefore ESDGC themes should be identified at point of assessment.
- 1.1 - For example.
 - (i) Organisations or Public Services
 - (ii) People
 - (iii) Books
- 1.2 - For example
 - (i) by phone
 - (ii) by computer
 - (iii) In print (books , leaflets etc..)
- 1.3 - e.g. currency and ease of access
- 2.3 - e.g. how current it needs to be, its purpose

Information Literacy

Unit Code: **HD31CY072**

Level: **One**

Credit Value: **3**

Unit ID: **CCZ141**

learnirect: **HD3**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1. Know the advantages and limitations of a range of information sources. (C 1.1.1 & C 1.1.2)</p>	<p>1.1 Give at least 3 examples of available information sources.</p> <p>1.2 State how information sources are organised and accessed.</p> <p>1.3 Identify the benefits and limitations of each type of information source.</p>
<p>2. Understand the preparation necessary when gathering information to meet a specific purpose. (C 1.1.1 & C 1.1.2)</p>	<p>2.1 Outline the information already known about the specific topic.</p> <p>2.2 Organise ideas using mind-mapping or other techniques to identify what information is required.</p> <p>2.3 Form the questions that will need to be asked when gathering the required information.</p> <p>2.4 Identify where the information sources may be located.</p> <p>2.5 Establish criteria to judge the suitability of information found.</p> <p>2.6 Produce an action plan for how the information is to be gathered.</p>
<p>3. Understand how to gather required information and assess its relevance.</p>	<p>3.1 Access the source and use the appropriate finding tool to gather the required information.</p> <p>3.2 Indicate how well information meets criteria established in 2.5.</p> <p>3.3 Identify any remaining information gaps and how they may be met.</p>
<p>4. Know how to communicate information gained according to purpose and audience.</p>	<p>4.1 Select and sort information by questions identified in 2.3 and integrate with existing knowledge identified in 2.1.</p> <p>4.2 Record where information was found and gathered from.</p> <p>4.3 Collate information from a variety of sources to create a new information</p>

	<p>source.</p> <p>4.4 Present information and ideas in the most appropriate format for the audience and purpose.</p>
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Assessment Methods:
 There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.

- ESDGC**
- Identity & Culture
 - Wealth & Poverty
 - Climate Change
 - Health
 - Consumption & Waste
 - Choices & Decisions
 - The Natural Environment

Other Mappings:
 Unit mapped to Essential Skills specifications

- Assessor Requirements:**
- The assessment could be within any context therefore ESDGC themes should be identified at point of assessment.
 - 1.1 - e.g. people, reference books, specific web pages
 - 1.2 - e.g. index, search engine
 - 1.3 - e.g. currency and rationale of the source
 - 2.4 - e.g. library, tourist information
 - 2.5 - e.g. currency, bias, relevance and level of detail

Information Literacy

Unit Code: **HC72CY131**

Level: **Two**

Credit Value: **3**

Unit ID: **CCZ142**

learnirect: **HC7**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1. Understand the advantages and limitations of a range of information sources.</p>	<p>1.1 Identify at least 4 information sources available and how they might meet a specific purpose.</p> <p>1.2 Describe how to use tools within sources to locate information.</p> <p>1.3 Compare the benefits and limitations of each type of information source.</p>
<p>2. Understand the preparation necessary when choosing information to meet a specific purpose.</p>	<p>2.1 Use mind-mapping or other technique to clarify the information already known about a specific topic and what information is required</p> <p>2.2 Select at least 4 potential information sources for a specific topic.</p> <p>2.3 Identify how to obtain relevant information from different sources including multiple key words relevant to the research question.</p> <p>2.4 Produce an action plan including tasks, steps, locations and timelines for how the information is to be gathered and the criteria to be used to judge it.</p> <p>2.5 Explain why the chosen method and strategy have been selected and identify possible problems.</p>
<p>3. Know how to gather required information and assess its relevance. (C 2.2.1)</p>	<p>3.1 Search the chosen sources to find relevant information on the topic in a range of formats including electronic and non-ICT sources.</p> <p>3.2 Use a range of strategies to select relevant information that meets the criteria set in 2.4.</p> <p>3.3 Assess how well information meets criteria set in 2.4.</p> <p>3.4 Describe how the information search/gathering could be improved or</p>

	refined giving suggested amendments and reasons for change.
4. Be able to communicate information gained according to purpose and audience. (C 2.1.1 & C 2.3.1(b))	4.1 Select and sort information identified in 3.2 and integrate with existing knowledge (2.1). 4.2 Combine information, ideas and data from different sources in a summarised format using references to show where information was found and direct quotes when needed. 4.3 Communicate findings in the most appropriate format for the audience and purpose. 4.4 Record data in fully labelled formats.

Assessment Methods:

There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.

ESDGC

- Identity & Culture
- Wealth & Poverty
- Climate Change
- Health
- Consumption & Waste
- Choices & Decisions
- The Natural Environment

Other Mappings:

Unit mapped to Essential Skills specifications

Assessor Requirements:

- The assessment could be within any context therefore ESDGC themes should be identified at point of assessment.
- 1.1 - e.g. people, print, electronic,
- 1.2 - e.g. index or search engines
- 1.3 - e.g. currency, validity, comprehensiveness, relevance, authority,
- 2.2 - (e.g. data files, DVDs, Internet, written and graphical material, first hand observation)
- 2.4 - (e.g. currency, bias, relevance, reliability, plausibility and level of detail)

Information Literacy

Unit Code: **HC73CY131**

Level: **Three**

Credit Value: **3**

Unit ID: **CCZ143**

learnirect: **HC7**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1. Understand the advantages and limitations of a range of information sources.</p>	<p>1.1 Classify available information sources including at least 2 different formats and at least 2 different mediums.</p> <p>1.2 Explain how information sources are organised and how different forms and mediums can be explored.</p> <p>1.3 Identify the features and characteristics of the information available in different types of information sources.</p> <p>1.4 Critically compare the different information sources.</p>
<p>2. Be able to plan, organise and select information to meet a specific task.</p>	<p>2.1 Define what information is required using mind-mapping , brainstorming or another technique.</p> <p>2.2 Identify the criteria for relevant information.</p> <p>2.3 Summarise why potential resources have been selected</p> <p>2.4 Produce an action plan including tasks, steps, locations and timelines for how the information is to be gathered.</p> <p>2.5 Justify why the chosen approach has been adopted.</p> <p>2.6 Review and revise the action plan where necessary.</p>
<p>3. Understand how to gather required information and assess its relevance.</p>	<p>3.1 Search for information using multiple search criteria and combine keywords using techniques appropriate to the search engine.</p> <p>3.2 Assess how well information returned meets the evaluation criteria set in 2.2.</p> <p>3.3 Review how the criteria could be improved to find more suitable information.</p> <p>3.4 Review the search process adopted and</p>

	<p>consider how effectiveness and efficiency could be enhanced.</p> <p>3.5 Assess any gaps or new information needed and put in place action to gather the remaining information until criteria in 2.2 are fully met.</p>
<p>4. Be able to communicate information gained according to purpose and audience.</p>	<p>4.1 Select and sort information and data by questions identified in 2.2 and integrate with existing knowledge.</p> <p>4.2 Interpret information, ideas and data from different sources in a summarised format.</p> <p>4.3 Use references and/or citation to acknowledge the information source.</p> <p>4.4 Communicate findings in the most appropriate format for the audience and purpose using at least 2 different layouts and techniques to illustrate findings, show trends and/or make comparisons.</p> <p>4.5 Review and revise information to ensure that questions identified in 2.2 have been addressed.</p>

<p>Assessment Methods:</p> <p>There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.</p>
<p>ESDGC</p> <ul style="list-style-type: none"> • Identity & Culture • Wealth & Poverty • Climate Change • Health • Consumption & Waste • Choices & Decisions • The Natural Environment
<p>Assessor Requirements:</p> <ul style="list-style-type: none"> • The assessment could be within any context therefore ESDGC themes should be identified at point of assessment. • 1.1 - e.g. textual, numerical; people-based, graphs, images; audio and video • 1.2 - e.g. index, search engine • 1.3 - e.g. currency, validity, reliability, authority, comprehensiveness, relevance and motivation • 2.2 - (e.g. currency, bias, relevance, reliability, plausibility and level of detail)

Information Literacy

Unit Code: **HC74CY001**

Level: **Four**

Credit Value: **3**

Unit ID: **CCZ144**

learnirect: **HC7**

Sector: **14.1 Foundations for Learning and Life**

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
<p>1. Understand the advantages and limitations of a range of information sources.</p>	<p>1.1 Critically compare key characteristics of a range of information sources including print, electronic, primary/secondary, freely available/subscriber only/invisible web).</p> <p>1.2 Explain how information sources are organised and how different forms and mediums can be accessed.</p> <p>1.3 Analyse the type of results and data available from each type of information source.</p> <p>1.4 Evaluate at least 3 different forms of information sources</p> <p>1.5 Explain what is meant by the term ‘plagiarism’.</p> <p>1.6 Explain how and why plagiarism should be avoided.</p>
<p>2. Be able to plan, organise and select information to meet a specific information topic.</p>	<p>2.1 Evaluate and record existing knowledge relating to the research topic.</p> <p>2.2 Use a range of methods to define what information is required including mind-mapping , brainstorming or another technique.</p> <p>2.3 Formulate the research questions that will need to be answered in the information search, including any data requirements.</p> <p>2.4 Justify the selection of key sources (including an article or book from a reference).</p> <p>2.5 Select a method to obtain information from the identified sources.</p> <p>2.6 Produce an action plan including tasks, steps, locations and timelines for how the information is to be gathered and the criteria to be used to judge it.</p> <p>2.7 Justify why the chosen method and</p>

	<p>strategy have been selected.</p> <p>2.8 Review and revise the action plan.</p>
<p>3. Be able to gather required information and assess its relevance.</p>	<p>3.1 Search and filter selected information sources using multiple search criteria including adapting keywords and synonyms, Boolean operators, truncation and special punctuation (+/-) to broaden or narrow the search.</p> <p>3.2 Find information from at least 3 mediums including at least 3 text formats.</p> <p>3.3 Evaluate how well information meets the criteria as set in 2.6.</p> <p>3.4 Explain how criteria for success could be refined to improve the effectiveness and efficiency of the process.</p> <p>3.5 Assess any gaps or new information needed and put in place action to gather the remaining information needed to answer the questions in 2.3.</p>
<p>4. Be able to communicate information gained according to purpose and audience.</p>	<p>4.1 Extrapolate information and data by questions identified in 2.3 and integrate with existing knowledge.</p> <p>4.2 Record details of information sources used in an appropriate format.</p> <p>4.3 Interpret information, ideas and data from at least 4 different sources.</p> <p>4.4 Summarise information and ideas in an appropriate format.</p> <p>4.5 Use references and/or citations to acknowledge the information source.</p> <p>4.6 Communicate findings in manner and format that is appropriate to the information, the audience and the situation.</p> <p>4.7 Review and revise information to ensure that questions identified in 2.3 have been addressed.</p>

Assessment Methods:

There is no assessment information available for this unit. Assessments used should be fit for purpose for the unit and learners, and generate evidence of achievement for all the assessment criteria.

ESDGC

- Identity & Culture
- Wealth & Poverty
- Climate Change
- Health

- Consumption & Waste
- Choices & Decisions
- The Natural Environment

Assessor Requirements:

- The assessment could be within any context therefore ESDGC themes should be identified at point of assessment.
- 1.2 - e.g. index, search engine.
- 1.4 - e.g. currency, validity, reliability, availability, authority, comprehensiveness, relevance and motivation
- 2.6 - e.g. currency, bias, relevance, reliability, plausibility and level of detail
- 3.2 (mediums) - e.g. people, numerical, graphical, images, audio, video
- 3.2 (formats) - e.g. books, journals, websites

