**Level 3 Internet Skills 3N0931**

**Aims of the programme module**

This programme module aims to provide the Learner with the necessary knowledge and tools to be able to go on-line to find information and use an email account confidently

Learners that successfully complete this programme will be able to:

1. Outline the significance of internet tools in terms of their common uses and features including web browsers and web mail
2. Explain the rudimentary terminology associated with internet usage including uniform resource locator (URL), home page, hyperlinks, search engines, web mail, social networking, blogs, e-commerce, e-learning
3. Outline the main information security, privacy, and applicable usage policy considerations associated using the internet
4. Outline the basic requirements necessary to gain internet access including internet access devices, wired and wireless connections, browsers, and internet service providers
5. Use a range of search techniques within an internet search engine to locate information efficiently
6. Use the browser print function to obtain a hardcopy of information from the internet
7. Use a web mail application to generate an email taking all required steps to address the email, enter a subject, enter text, and send the message
8. Maintain a personal email account by checking, deleting, archiving, removing and restoring emails, and managing contacts list
9. Navigate the web using browser toolbar buttons including back, forward, stop, refresh, home, favourites, and bookmarks
10. Respond to a received email by taking all necessary steps to open the message, read an attached file, compose a response using appropriate format, attach a new file, and transmit the reply.

**Enrolment criteria for Skills for Work:**Individuals must be employed either full time, part time or self-employed (including farmers)

**Assessment:**
Collection of Work 60%

Skills Demonstration 40%