

ICDL Workforce INFORMATION LITERACY



The Information Literacy module covers the main concepts and skills relating to identifying, searching, evaluating, organising, and communicating online information.

The vast amount of information available online is a valuable resource when carrying out research, but suitable knowledge and skills must be applied to do this appropriately. To create factually sound and well-researched outputs, information found online needs to be assessed and evaluated correctly.

This module is suitable for any candidates who need to evaluate research and information online and create high-quality outputs. The skills developed in this module can be applied to searches relating to any topic or area. Information literacy is important to any research or report creation activities.

Develop the skills needed to find and evaluate online information.

The Information Literacy module is part of the ICDL Workforce Programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to find, assess, and evaluate online information before organising and communicating it in an effective manner. After passing this module, candidates will feel confident researching topics and reporting on their findings. They will be able to:

- identify what online information is needed to meet a particular requirement
- know how to search securely for online information using search engines and social media
- critically evaluate information using a range of criteria
- understand good management and organisation of information
- know how to plan, draft, review, and deliver online information

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	Skill Set
Information Concepts	<ul style="list-style-type: none"> • Key Concepts • Information Sources
Searching for Information	<ul style="list-style-type: none"> • Defining the Information Need • Using a Search Engine • Using Social Media Applications
Evaluating and Organising Information	<ul style="list-style-type: none"> • Evaluating Information • Organising Information
Communicating Information	<ul style="list-style-type: none"> • Planning and Drafting Information • Reviewing and Delivering Information

