

# UWA's Information and Digital Literacy Skills Framework

Developing skills for learning, researching and working in a digital society

CAPABILITIES	I. DIRECTED	2. GUIDED	3. SELF-DIRECTED	4. PROFESSIONAL
 <b>A. FIND</b>	<p><b>A1.1</b> Identify the 'knowledge gap' and the information needed to fill it.</p> <p><b>A1.2</b> Identify key sources of information in the subject area.</p> <p><b>A1.3</b> Articulate the key characteristics of different information types relevant to the subject or context.</p> <p><b>A1.4</b> Demonstrate the ability to plan and adapt a search. e.g. by broadening or narrowing, adding or removing keywords, or using different ones.</p> <p><b>A1.5</b> Successfully plan and carry out a search in a database on a pre-defined topic.</p> <p><b>A1.6</b> Successfully find a specific item from a reference.</p>	<p><b>A2.1</b> Identify a range of key sources of information in the subject area.</p> <p><b>A2.2</b> Successfully carry out instructions for using a range of formats of information (e.g. bibliographic records, full text, abstracts).</p> <p><b>A2.3</b> Demonstrate the ability to independently select appropriate resources for a task.</p> <p><b>A2.4</b> Distinguish and effectively use common search features and functionality such as truncation, phrase searching, date limits, combining search terms, sorting, saving, exporting and to interpret results (e.g. bibliographic or full text).</p>	<p><b>A3.1</b> Demonstrate the use of a wide range of sources appropriate to the discipline.</p> <p><b>A3.2</b> Demonstrate independent selection of appropriate resources for the task.</p> <p><b>A3.3</b> Give evidence of the use of sources of current information (including people) for keeping up-to-date.</p> <p><b>A3.4</b> Identify and frame problems or research questions and select appropriate information to address these.</p> <p><b>A3.5</b> Articulate and independently carry out strategy for finding information needed.</p>	<p><b>A4.1</b> Articulate the characteristic ways research information is generated and disseminated.</p> <p><b>A4.2</b> Demonstrate the ability to search independently and fluently across a comprehensive range of information sources in any medium, including specialised information such as archives, data sets, special collections, colleagues and contacts in research networks.</p> <p><b>A4.3</b> Demonstrate a critical and systematic approach to keeping up-to-date using the most appropriate tools and resources, e.g. RSS, mailing lists.</p> <p><b>A4.4</b> Articulate the way that subject databases work (e.g. fields, records, indexing) and apply this knowledge to improve searches.</p> <p><b>A4.5</b> Produce an independently conducted thorough literature search in a specific subject area, making effective use of advanced search techniques such as citation searching.</p> <p><b>A4.6</b> Identify the most effective ways to use research outputs (e.g. reports, conference proceedings, journal articles) to create impact.</p>
 <b>B. EVALUATE</b>	<p><b>B1.1</b> Identify and apply appropriate quality criteria to evaluate pre-defined information, including personal contacts.</p> <p><b>B1.2</b> Identify and apply appropriate quality criteria to carry out initial filtering of material from searches.</p> <p><b>B1.3</b> Understand the concept of peer review and know how to find a peer reviewed articles and journals.</p>	<p><b>B2.1</b> Apply appropriate quality criteria to evaluate a range of resources (e.g. books, articles, websites, personal contacts) effectively.</p> <p><b>B2.2</b> Apply appropriate quality criteria to filter results.</p>	<p><b>B3.1</b> Use appropriate quality criteria to critically evaluate information from any source to determine authority, bias, etc.</p> <p><b>B3.2</b> Use appropriate quality criteria to filter results from a given search output, and to focus on the most relevant information within documents.</p>	<p><b>B4.1</b> Engage in critical appraisal, including judgements on reliability and validity, of own work and the work of others.</p> <p><b>B4.2</b> Define clearly the scope of a research question and apply relevant criteria to filter large quantities of information related to this question.</p> <p><b>B4.3</b> Articulate the advantages and disadvantages of peer review practices.</p>



## C. MANAGE AND COMMUNICATE

- C1.1** Articulate what is meant by plagiarism.
- C1.2** Articulate the rationale for referencing, and be aware that references can be created in different styles.
- C1.3** Demonstrate accurate and appropriate referencing of the thoughts and ideas of others.
- C1.4** Demonstrate the ability to accurately record search results.
- C1.5** Demonstrate the ability to create a reference and produce a reference list and in-text citations as required for assignments.

- C2.1** Distinguish between different systems available for managing references, e.g. social bookmarking tools, card index, diary, EndNote, Mendeley.

- C3.1** Distinguish between different tools and techniques for managing and exporting references; select and use as appropriate for a specific task.

- C4.1** Apply a suitable method for managing a large volume of information.
- C4.2** Produce a synthesis of information from a range of diverse sources on a complex subject.
- C4.3** Produce a comprehensive literature review in a specific subject.
- C4.4** Articulate the ethical and legal requirements surrounding the use and re-use of information and identify sources of relevant advice.
- C4.5** Construct a major bibliography using bibliographic management tools, referencing a large range of materials.
- C4.6** Distinguish between platforms for publishing digital content, recognising the difference between formal publication and information exchange.



## D. UNDERSTAND AND ENGAGE

- D1.1** Describe own digital footprint – the tools and sites that show own presence as an internet user.
- D1.2** Demonstrate basic use of a range of tools for finding and recording information online, e.g. browsers, search engines, download functions.
- D1.3** Describe the ways in which mobile devices might be used for personal study purposes.
- D1.4** Identify instances of digital technologies being used for the creating and sharing of knowledge in a specific subject area.

- D2.1** Demonstrate the ability to produce subject-related knowledge artefacts using digital tools and resources.
- D2.2** Articulate principles of legal and ethical behaviour in online contexts.
- D2.3** Distinguish between different online communication tools in terms of their usefulness for enabling teamwork and collaboration.

- D3.1** Apply digital technologies to managing, recording and reflecting on sustained learning in the subject area.
- D3.2** Demonstrate the ability to create a personal learning environment using UWA digital study practices and external applications and environments.
- D3.3** Engage in the creation, use, sharing and re-purposing of subject-related knowledge artefacts.

- D4.1** Articulate the characteristics of digital scholarship in the relevant subject and professional areas.
- D4.2** Apply digital techniques to conduct and share research

Contact **UWA Library** for further information

<https://www.uwa.edu.au/library/Help-and-support/Contact>

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