

# Achievement Standard 1.3

## Information Management

Access and process information from different media

Credits: 4

### Resource Notes and Practice tests

This standard involves collating relevant information, accessed from a variety of different media, and processing it into a given format, appropriate for the intended purpose and audience.

#### THIS UNIT CONTAINS

**Project notes**

**Information sources**

**Definitions for assessment**

**Assessment criteria**

**Project information** – research guidelines

**Project One** – Climate Change – research - spreadsheet and Word document

Self assessment checklist

**Project Two** – Buying my First Car - Research and 3 column document

Self assessment checklist

**Project Three** – NZ Frogs – research – costings and PowerPoint presentation

Self assessment checklist

## PROJECT NOTES

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Teachers will prepare a series of project briefs, which detail the limits and requirements of a project. Also stipulated is the length of time in hours/periods available to carry out the work as required in the brief. This time limit is often referred to as the deadline or due date. It is essential that the student is aware that it is he/she who is responsible for the learning skills to complete the task required.

The teacher advises students of the expected outcomes at the very commencement of the project. Discuss with students the different types of information sources, definitions of assessment criteria, and the skills of access, research and selection of work.

Take time to familiarize students with each activity. Ensure copyright procedures have been discussed covering the checking of copyright statement for allowing information access, and that students acknowledge sources of information used.

### Information packages

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To answer a research query, you need to be able to source the information itself.

These sources can include

- Printed Reference Works
- Dictionaries and Thesauruses and other Word Books
- Biographical Dictionaries
- Encyclopedias
- Statistics, Almanacs, Handbooks and trade Literature
- Maps and Atlases
- Consulting the Experts
- Using Library Catalogues
- CD Roms and On line databases
- The Internet – World Wide Web
- Books
- Journals
- Videos
- E-mail
- Magazines
- Newspapers
- Community – interviews, telephone conversations.
- Consulting the experts.

# PROJECT TWO

## “Buying my First Car”

### Student instruction sheet

You will complete this assignment over a two-week period. It is expected that students will have a mixture of supervised classroom time and homework.

The scenario for this assessment is that you are wishing to purchase your ‘**First car**’.

**The final document should be landscape design in the following format:**

| HEADER – MY FIRST CAR  |  |
|--|--|
| <b>Information and general facts and statistics, formatted into two column</b> | <b>A tabled list of sources</b>                          |
| <b>Advert on the car of your choice</b>  | <b>Budget costs copied from spreadsheet calculations</b> |