



Level 3 Certificate in Internet Research and Investigation

Qualification Specification

Contents

	Page
Introduction	3
Qualification profile	3
Qualification structure	4
Centre requirements	4
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

Introduction

The **Level 3 Certificate in Internet Research and Investigation** reflects the achievements of those conducting Internet based research and investigation. It covers both the theory of Internet functionality, research techniques and legislation and assesses the practical application of this skill set.

The Regulated Qualifications Framework is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual).

Qualification Profile

Qualification title	ProQual Level 3 Certificate in Internet Research and Investigation
Ofqual qualification number	601/8071/7
Level	Level 3
Total Qualification Time	100 hours (40 GLH)
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/11/15
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

Candidates must complete the Mandatory units.

Unit Reference Number	Unit Title	Unit Level
K/507/8842	Principles of the Internet	3
K/507/8839	How the Internet can be used for Research and Investigation	3
D/507/8840	Internet Safety when Conducting Research and Investigation	3
H/507/8841	Use the Internet as a Research and Investigative Tool	3

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded a certificate giving the full qualification title -

ProQual Level 3 Certificate in Internet Research and Investigation

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit K/507/8842 Principles of the Internet

Learning Outcomes – the Learner will	Assessment Outcomes – the Learner can
1. Understand how the Internet works	1.1 Explain how the Internet works 1.2 Define the term World Wide Web 1.3 Explain the terms Deep Web and Dark Web 1.4 Describe the term ‘user-generated content’ 1.5 Describe the primary threat(s) to anyone using the Internet 1.6 Describe the term ‘Internet Protocol Address’ 1.7 Describe the term ‘Packet’ when related to data transfer 1.8 Define the following terms: <ul style="list-style-type: none"> a. Web Browser b. Domain Naming System c. Universal Resource Locator (URL) d. Hypertext 1.9 Explain how search engines work
2. Be aware of the policy and legislation associated with Internet research and investigation	2.1 Explain the principal legal constraints that need to be adhered to during Internet based research 2.2 Explain how the Human Rights Act 1998 describes the right to privacy 2.3 Describe the other key legislation that covers Internet research and investigation 2.4 Describe supporting documents that offer guidance for Internet research and investigation 2.5 Explain how the Data Protection Act 1998 covers the legislation regarding holding personal information and data on individuals

Unit D/507/8840

Internet Safety when Conducting Research and Investigation

Learning Outcomes – the Learner will	Assessment Outcomes – the Learner can
1. Understand how search engines and web browsers work	1.1 Summarise the difference between a search engine and a web browser 1.2 Explain how search engines and web browsers work 1.3 Describe how meta-search engines work 1.3 Explain how privacy focused search engines differ from traditional search engines
2. Understand how search techniques can assist research	2.1 Explain how Boolean operands increase the effectiveness of any Internet search 2.2 Describe how colon commands are used 2.3 Explain how different domains can benefit Internet research and investigation 2.4 Explain how using different language domains bring different search results 2.5 Describe how selected browser add-ons can assist in research 2.6 Describe methods of viewing cached website information
3. Understand how to effectively use images and geo-locational data	3.1 Explain how an image can be used as a search term 3.2 Describe Internet geo resources that can be used to tag geographical locations with data and supporting information and view such data
4. Understand how to use and exploit social network sites	4.1 Summarise what information can be obtained from social network sites 4.2 Explain the importance of privacy settings when using social media 4.3 Explain velocity, variety, volume and veracity when exploiting social network sites 4.4 Describe the legal considerations that need to be taken when using social network sites for investigation 4.5 Describe ways to view geo-tagged data from social network sites

Unit H/507/8841

Use the Internet as a Research and Investigative Tool

Learning Outcomes – the Learner will	Assessment Outcomes – the Learner can
1. Understand how a digital footprint is created	1.1 Explain how a user creates a digital footprint when using the Internet from data a browser provides 1.2 Describe how search engines and web browsers use information gain from users 1.3 Explain the term 'Cookie' and how they are used 1.4 Explain the term 'Malware' 1.5 Explain the term 'Web Bug' 1.3 Explain how a digital footprint can be exploited
2. Understand how search engines and software can be used to limit an individual's digital footprint	2.1 Explain how privacy focused search engines can be used to limit a user's digital footprint 2.2 Explain how browser add-ons can assist in limiting a user's digital footprint 2.3 Explain how a virtual private network or TOR can improve a user's privacy and security when using the Internet

Unit K/507/8839

How the Internet can be used for Research and Investigation

Learning Outcomes – the Learner will	Assessment Outcomes – the Learner can
1. Demonstrate safe research and investigative techniques when using the Internet	<ul style="list-style-type: none">1.1 Use a suitable browser and privacy focused search engine that limits a digital footprint1.2 Employ suitable browser add-ons to enhance research and investigation1.3 Demonstrate the use of suitable Boolean operands to enhance research1.4 Demonstrate the use of suitable colon commands to enhance research1.5 Ensure research and investigation is in line with UK and organisational policy and UK legislation
2. Use suitable software and applications to support research and investigation when using the Internet	<ul style="list-style-type: none">2.1 Employ appropriate browser add-ons2.2 Demonstrate how an image or video can be used as a search and be tagged with geographical information2.3 Find the Internet Protocol Address and owner of a website of interest2.4 Use appropriate online resources to view cached website information2.5 Conduct an internet search using a foreign language domain and a language translation engine
3. Limit digital footprint when using the Internet for research and investigation	<ul style="list-style-type: none">2.1 Demonstrate the use a suitable browser2.2 Employ appropriate browser add-ons2.3 Demonstrate the use of a privacy focused search engine2.4 Show how a Virtual Private Network or TOR can be used to hide an Internet Protocol Address and tunnel traffic



ProQual Awarding Body
ProQual House
Westbridge Court
Annie Med Lane
South Cave
HU15 2HG
UK

Tel: +44 (0)1430 423822

www.proqualab.com

enquiries@proqualab.com