### Search and Assess Online Business Information

**Unit Name:** Search and Assess Online Business Information  
**Unit Number:** BSBBUS301A

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| (1) Determine and assess information required | - Purpose and scope if the required information is identified and clarified  
- Possible internal and external sources of online information are identified in accordance with organisational requirements  
- Search engines and databases relating to required information are identified in accordance with organisational requirements  
- Search engines and databases relating to required information are identified and utilised in consultation with relevant personnel to satisfy information requirements | "Take the Fitness Test!"  
"Where do I find..." resource - Internet Research Section | Ability to access a specific URL  
Ability to recognise and follow hypertext link |

| (2) Locate online information | - Websites and databases are identified using relevant search engines  
- Key words and phrases are identified for the search using logic and other research tools  
- Websites are navigated and information located using key words and phrases  
- Breadth and depth of information sources meet the requirements of the research brief in terms of its scope and purpose | "Take the Fitness Test!" | Conduct a simple search using an appropriate search engine  
Print or copy useful information  
Bookmark a website to return later  
Ability to move between websites using buttons or tabbed browsing |
| (3) Retrieve, evaluate and report in information | Information is downloaded, printed or ordered in accordance with the requirements of the online resource  
Information is analysed for sufficiency, currency and accuracy against the initial requirements and further searches conducted where information is insufficient, inaccurate or outdated  
Legal and ethical requirements relating to copyright and protection of intellectual property are met  
Information is organised in a format suitable for use in accordance with organisational requirements and reported as required | “Take the Fitness Test!” | “Website Rating Sheet” |