

Standard Four

The information literate person manages information collected or generated

Learning outcomes

The information literate person

- 4.1 records information and its sources
- 4.2 organises (orders/classifies/stores) information

Examples for Standard Four

4.1 records information and its sources

- organises the content in a manner that supports the purposes and format of the product eg outlines, drafts, storyboards
- differentiates between the types of sources cited and understands the elements and correct citation style for a wide range of resources
- records all pertinent citation information for future reference and retrieval

4.2 organises (orders/classifies/stores) information

- compiles references in the required bibliographic format
- creates a system for organising and managing the information obtained eg EndNote, card files