

Digital & Information Literacy Skills: Student Progression and Development

	Stage 1 - Introductory	Stage 2 - Intermediate	Stage 3+ - Advanced
Finding Information	<ul style="list-style-type: none"> <input type="checkbox"/> Describe the difference between academic, professional and specialist literature, and identify appropriate uses of these information types in your work. <input type="checkbox"/> Identify different types of academic information available in your subject area and find academic information using reliable sources. <input type="checkbox"/> Locate and interpret your reading lists. <input type="checkbox"/> Use Library Search to: <ul style="list-style-type: none"> <input type="checkbox"/> run a simple keyword search <input type="checkbox"/> refine a search using filter options <input type="checkbox"/> find an item on Library shelves <input type="checkbox"/> access an electronic item <input type="checkbox"/> Use bibliographies and reference lists to identify further reading and find a source from its reference. <input type="checkbox"/> Perform a search on a database where required by the curriculum. <input type="checkbox"/> Locate your Library subject guide for future reference. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use your subject guide to find links to subject specific resources. <input type="checkbox"/> Develop a search strategy for finding information for assignments and projects by: <ul style="list-style-type: none"> <input type="checkbox"/> describing the scope of your topic. <input type="checkbox"/> identifying keywords for the topic and building a bank of synonyms and related terms to expand your search. <input type="checkbox"/> applying Boolean search techniques to combine keywords with AND/OR linking words. <input type="checkbox"/> use the refining and limiting options in databases to focus results. <input type="checkbox"/> Discover and use a wider range of sources (such as legislation, government publications, scientific data, standards and patents, company information, newspapers, audio visual and websites). <input type="checkbox"/> Identify information protected by copyright law and find alternatives using creative commons licences and open access sources. <input type="checkbox"/> Recognise AI tools when you are interacting with them in existing and new platforms. 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify key journal titles, authoritative sources, experts, and networks in your discipline. <input type="checkbox"/> Read widely around a theme to identify a suitable research topic and create a well-defined research question for an independent research project. <input type="checkbox"/> Apply search techniques to find information about the types of methodology used in the research around your topic. <input type="checkbox"/> Evaluate and refine your search strategy by: <ul style="list-style-type: none"> <input type="checkbox"/> using a range of search modifiers, including phrase searching, truncation and wild cards. <input type="checkbox"/> applying controlled vocabulary searching where available in specific databases. <input type="checkbox"/> using multiple synonyms and combining searches to build up a complex search string. <input type="checkbox"/> searching across a range of multidisciplinary and subject specific databases. <input type="checkbox"/> adapting your search strategy to improve search results. <input type="checkbox"/> Explain what a 360° search is (moving backwards through references and forwards through citing documents), and employ it in your searching.
Evaluating Information	<ul style="list-style-type: none"> <input type="checkbox"/> Describe what critical evaluation is and why it is important to evaluate the information you use in your work, identifying issues around authority, currency, misinformation, fake news, and bias. <input type="checkbox"/> Explain the limitations of Google, Wikipedia and Generative AI tools for the purposes of an academic literature search. <input type="checkbox"/> Make informed and critical decisions about the information sources and digital tools used in your work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the currency, relevance, accuracy, authority and purpose of potential sources of information, including Generative AI, making appropriate selections for your needs. <input type="checkbox"/> Apply lateral reading techniques to fact check information across a range of sources. <input type="checkbox"/> Compare and contrast evidence, revealing gaps in knowledge. 	<ul style="list-style-type: none"> <input type="checkbox"/> Build a strong evidence base for your research, articulating and justifying the decisions you have made in choosing and using sources, including Generative AI, explaining how they are appropriate to your information needs and the task at hand. <input type="checkbox"/> Follow the development of an area of research, comparing and contrasting evidence and synthesising information to form connections and build your own arguments.
Managing Information	<ul style="list-style-type: none"> <input type="checkbox"/> Describe what referencing is and why it is important. <input type="checkbox"/> Identify any preferred referencing style for your School, programme, or module. <input type="checkbox"/> Construct an accurate reference for the most used information types in your discipline (e.g., books and journal articles). <input type="checkbox"/> Locate and use sources of referencing help (such as Cite Them Right, Referencing guide, Library Help and Academic Skills Kit). <input type="checkbox"/> Apply referencing principles to avoid plagiarism and the unethical use of information. <input type="checkbox"/> Describe key ethical issues surrounding AI and its use in education, including how its use can impact your academic integrity. <input type="checkbox"/> Acknowledge the use of AI generated content in your work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Construct an accurate reference for further information types in your discipline (e.g., multimedia and social media). <input type="checkbox"/> Proofread your referencing for common mistakes and rectify them accordingly. <input type="checkbox"/> Judge whether reference management software would help to save them time in your final year and locate further information if needed (e.g. by reviewing the Referencing Guide or EndNote Guide). 	<ul style="list-style-type: none"> <input type="checkbox"/> Save searches and set up email alerts to keep up to date with key journals/resources. <input type="checkbox"/> Explore use of AI tools, such as Semantic Scholar, for keeping up to date with research in your field. <input type="checkbox"/> Decide on a workflow for managing information that suits your purposes. <input type="checkbox"/> Evaluate reference management tools and strategies considering your preferred workflows: <ul style="list-style-type: none"> <input type="checkbox"/> If using EndNote, plan for how to access your EndNote Library after graduation. <input type="checkbox"/> Collect and use data ethically. <input type="checkbox"/> Reflect on the transferable skills you have developed through the research process and articulate how these were applied and improved (in readiness for further study, placements, interviews and the workplace beyond University).

