

As you improve at managing information, you will be given more difficult tasks to complete. For example, you will move on from using only information your teacher gives you to finding things out for yourself. This involves learning where to find information and how to use it. You won't always need your teacher's help to decide what to do. You'll be ready to work out what is important and how to tell others about it. You will be able to decide what you need to do to achieve your goal. As you become more confident, you'll be able to work more independently and demonstrate what you know, understand and can achieve.

This table explains how to tell when your information management skills are improving and be able to assess how well you are thinking and working and what you need to improve.

NOTE: Don't worry if sometimes you can do things well and feel confident and at others you are confused and not sure what to do. That's to be expected. You won't be good at everything straight away. Instead, think about what you are doing well and where you might need to do things differently in order to improve.

	Novice	Apprentice	Practitioner	Expert
<ul style="list-style-type: none"> <li>• <b>Asking good questions.</b></li> </ul> <p>Do you know what questions to ask and can you spot problems that need to be solved?</p>	<p>You can sometimes think of questions to ask, but at other times need some help to decide what the question should be.</p>	<p>You often think of several possible questions to ask.</p>	<p>You regularly ask good questions and use follow-up questions to understand better.</p>	<p>You think carefully about how to word questions to find out what you need to know, and work out the problems you need to solve to help you understand the topic or issue.</p>
<ul style="list-style-type: none"> <li>• <b>Decide what needs to be done, plan what you are going to do and in what order (what to do first, what to do next ...).</b></li> <li>• <b>Find information, and work out whether it's useful.</b></li> </ul> <p>How well do you recognise what's useful and plan what to do?</p>	<p>You follow the stages in the work using the way the teacher has shown you.</p> <p>You use the information the teacher has given you, asking for help to understand it when you need to.</p>	<p>You can see where to begin and where to go next and most of the time can make progress without needing too much help.</p> <p>You can use the information your teacher has given you and find out more for yourself, recognising what's useful.</p>	<p>You usually make a plan before starting, even if it's mostly just in your head, and can say what you need to do to make the plan work.</p> <p>You can use the given information and find more for yourself. You can explain why it might be useful and use it in your work.</p>	<p>You plan carefully to make sure that you'll achieve what you need at the end, dividing the work into stages and managing the time you spend on each stage.</p> <p>You carefully choose the information and how to use it, including what to leave out, explaining your reasons where necessary.</p>
<ul style="list-style-type: none"> <li>• <b>Either suggest your own ideas for where to find information or know who to ask.</b></li> <li>• <b>Choose the best way to do a task.</b></li> </ul> <p>Combine your information to work out what to do.</p>	<p>You can, with some help from the teacher, say where you might find the right information to use.</p> <p>You use the method the teacher has shown you to complete the work.</p>	<p>You can say why some sorts of information might be more useful than others for a particular purpose.</p> <p>You remember what you need to do to finish the work from previous times when you've done similar things.</p>	<p>You find several pieces of information and use them in your work, saying why you chose to include certain items.</p> <p>You can see several possible approaches to the work and decide which will be best for what you want to achieve.</p>	<p>You list or a plan where to find what you need, then decide what information to use, depending on the work you are completing.</p> <p>You can choose how best to do things, based on previous experience and adapt your approach to suit your needs.</p>

	Novice	Apprentice	Practitioner	Expert
<ul style="list-style-type: none"> <li><b>Know more than one method of finding information and how to save and share it.</b></li> </ul> <p>Find, record and use different sorts of information.</p>	<p>You use the method the teacher has shown you to find and record information or to perform an investigation.</p>	<p>You use several methods to collect your information, based on what you already know, choosing the method that best suits the task.</p>	<p>You plan the information you need to complete the task, so that you can use what you've found to make your case or explain to others.</p>	<p>You decide what information you need, what to do, where to look and how to record what you find, so that when you have to report back you can explain your thinking or show others what you have discovered.</p>
<ul style="list-style-type: none"> <li><b>Tell your story or pass on information so that others can understand what you mean.</b></li> </ul> <p>Communicate what you have to say for different purposes depending on the situation.</p>	<p>You tell others about your work on the topic, using the method your teacher has told you to use.</p>	<p>You organise your information so that you can share it with others.</p>	<p>You choose how to present your information so that others can easily understand or use it.</p>	<p>You decide how best to prepare the information and how to use it in your work, imagining what someone using your work will need to understand.</p>