Information Literacy Competency Grid

	Learning Outcomes	Beginner	Advanced	Expert
Need	defines and articulates the information need referring to a defined purpose	recognizes and describes the current information needs	identifies and documents the information requirements for a defined task	determines the information needs for a defined project and developes a conceptual concept
	understands the purpose, scope, and appropriateness of a variety of information	identifies various sources of information and describes the content	distinguishes the various sources of information according to orientation and scope	compares different sources of information regarding its suitability and appropriateness
	selects and uses diverse sources of information to inform decisions	uses appropriate sources to meet the information need	makes a justified choice of information sources and uses them according to their suitability	makes a justified choice of appropriate information sources and uses them comparatively
Retrieval	selects efficient methods or tools for finding information	uses various tools or methods for information retrieval	makes a justified choice of different tools or methods for information retrieval	makes a justified choice of tools or methods and uses them comparatively
	constructs and implements effective search strategies	defines the bases of various search strategies and applies this	implements search strategies with the use of specific tools and documents this	provides a search plan according to the information need and documents the process and course
	obtains information using appropriate methods	obtains information using local suggestions	uses different methods to obtain information and gives reasons for the process	evaluates several ways for efficient information retrieval, taking economic factors into account

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Assessment	defines and applies criteria for evaluating information	evaluates information according to defined criteria	makes a justified choice of evaluation criteria and applies them	assesses the existing evaluation criteria and adjusts them as needed
	assesses the usefulness of the information obtained	assesses the usefulness of information obtained in terms of relevance	assesses the usefulness of information obtained in terms of quality	assesses the usefulness of information obtained in terms of completeness
	re-evaluates the nature and extent of the information need	decides whether additional information is necessary	determines the coverage of the information need and justifies the use of additional information sources	re-evaluates the nature and extent of the information need regularly and adjusts the concept accordingly
	reflects on the information seeking process and revises search strategies as necessary	reviews the procedure and modifies the search strategies	reviews the procedure and compiles new search strategies as necessary	assesses the procedure and progress and revises the research plan
Organisation	records information selected and its sources	records information and its sources with simple methods	records information and its sources digitally	records information and its sources with collaborative tools
	organises, classifies, and stores information using appropriate methods	uses various methods for the organisation and storage of information	classifies information with appropriate methods	administers and updates information systematically and sustainably according to specific order criteria
	shares information with others	shares information within a study group	shares information with the use of information technologies	uses collaborative networks for information exchange.
	keeps up to date with information sources, information technologies, and investigative methods	keeps up to date with selected information sources	keeps up to date with the latest search methods	observes the development of information technologies and considers their usefulness

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Application			
applies new and prior information to the creation of new knowledge or a particular product	integrates the new knowledge or product in a student project	integrates the new knowledge or product in a scientific project	integrates the new knowledge or product in a scientific publication
communicates the new knowledge or product effectively to others	communicates the new knowledge or product effectively within a study group	communicates the new knowledge or product with suitable means for specific target groups	discusses the new knowledge or product within a specialized community
revises the creation and communication process of knowledge or product	documents the creation of knowledge or product	analyses and assesses the creation and communication of knowledge or product	examines the effect of the scientific publication and optimises the process
Responsibility			
acknowledges cultural, ethical, and socioeconomic issues related to the use of information	acknowledges ethical issues in a domestic cultural environment	acknowledges cultural and ethical issues in the international environment	acknowledges cultural, ethical, and socioeconomic issues in the international environment
conforms with conventions and etiquette related to the use of information	conforms with institutional conventions and rules of etiquette related to the use of information	conforms with specialist conventions and rules of etiquette related to the use of information	conforms with interdisciplinary and international conventions and rules of etiquette related to the use of information
legally obtains, stores, and disseminates all kinds of information	knows the rules of citation and their legal basis	knows the basics of copyright law and applies them to information gathering and data storage	knows the basics of author's rights and follows them in the dissemination of information