



Australian Government

Department of Education, Employment and Workplace Relations

ICAS4201B Transfer content to a website using commercial packages

Release: 1

ICAS4201B Transfer content to a website using commercial packages

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit defines the competency required to transfer content from a remote location to a web server using a range of commercial IT products. The end objective is the successful upload of new or revised information on a website.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Configure the file transfer protocol client	1.1. Review and select <i>file transfer protocol client</i> based on features and functions 1.2. Ensure that the <i>file transfer protocol client</i> is suitable for the technical environment 1.3. Enter client details, including user ID, password and host name/ID into the correct profile fields to create a permanent profile 1.4. Choose settings such as auto-detect, save profile and password depending on organisational security and <i>privacy policy</i> and <i>organisational guidelines</i> 1.5. Test and verify configuration by connecting to the web hosting server
2. Plan and prepare for data transfer	2.1. Prepare data content and back it up on the local <i>computer</i> or <i>server</i> 2.2. Identify data as compressed or uncompressed with tools available on the <i>server</i> to manage uploaded data 2.3. Ensure files are in an appropriate form for recognition and interaction by the <i>operating system</i> 2.4. Ensure the receiving directory structure is applicable for the data to be uploaded
3. Establish connection to server	3.1. Log on to remote <i>server</i> using administrative, guest or anonymous accounts 3.2. Proceed through security layers based on <i>organisational guidelines</i> 3.3. Initiate <i>file transfer protocol client</i> program and locate destination directory
4. Transfer data to remote server	4.1. Select files to be transferred and choose correct mode (ASCII or binary) 4.2. Run anti-virus <i>software</i> on downloaded files 4.3. Move, rename, copy, and delete files on the <i>server</i> as necessary and as permissions allow 4.4. Store and order files according <i>requirements</i> and file extensions 4.5. Conduct appropriate steps for downloaded files such as translation, decompression or de-archival of the files for use 4.6. Confirm data transfer and content functionality and close connection

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Website analysis
- Website publishing
- File transfer
- Directory maintenance
- Information architecture
- Connecting to remote servers
- File back-up

Required knowledge

- Website server architecture (e.g. Linux, Windows, UNIX)
- Server operating systems
- Server access security procedures
- FTP server and client software
- Copyright and intellectual property information
- The Commonwealth Privacy Act 2000
- Internet protocols
- Security issues - denial of service, viruses, hackers
- Australian Computer Society Code of Ethics

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • Assessment must confirm the ability to configure an FTP client, prepare content to be transferred, connect to the server and transfer content. <p>To demonstrate competency in this unit the learner will require access to:</p> <ul style="list-style-type: none"> • Web servers • E-business website • FTP client software • Server security password and access procedures
Context of and specific resources for assessment	<p>This competency requires the application of file transfer protocol (FTP) client software as a means of uploading or changing content on a website. FTP is the most common method for transferring data across the internet. Most web browsers connect to FTP sites transparently and download data without the user being aware that they are on an FTP server.</p> <p>The breadth, depth and complexity of knowledge and skills in this competency would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance would be involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.</p> <p>Assessment must ensure:</p> <ul style="list-style-type: none"> • Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and

EVIDENCE GUIDE	
	<p>provision of some leadership and guidance to others in the application and planning of the skills would be characteristic.</p> <ul style="list-style-type: none"> • Applications may involve responsibility for, and limited organisation of, others.
Method of assessment	<p>The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.</p> <ul style="list-style-type: none"> • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p> <p>An individual demonstrating this competency would be able to:</p> <ul style="list-style-type: none"> • Demonstrate uploading and downloading of data • Make changes to settings of files located on a server • Set up folders and directories for anonymous sharing

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • Create upload folders and directories as a repository for users to place files • Maintain knowledge of industry products and services <p>Additionally, an individual demonstrating this competency would be able to:</p> <ul style="list-style-type: none"> • Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts • Apply solutions to a defined range of unpredictable problems • Identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas • Identify, analyse and evaluate information from a variety of sources • Take responsibility for own outputs in relation to specified quality standards • Take limited responsibility for the quantity and quality of the output of others

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>File transfer protocol (FTP) client</i> - variables may include but are not limited to a wide variety of commercially available tools, such as:</p>	<ul style="list-style-type: none"> • AxY FTP for Windows, Linux and Unix • Cftp for Unix • Curl for Unix supports FTP, HTTP, Telnet • GFTP with GUI for Unix supports FTP, HTTP and SSH • Lftp command-line FTP for Solaris, IRIX, HP-UX, Digital UNIX and Linux • NFTP command-line FTP for Windows, Linux, OS/2 • NcFTP client command-line FTP and HTTP

RANGE STATEMENT	
	<ul style="list-style-type: none"> • URLs for Solaris FreeBSD, AIX and Linux • WS_FTP for MS Windows
<i>Client</i> may include but is not limited to:	<ul style="list-style-type: none"> • internal departments • external organisations • individual people • employees
<i>Operating system</i> may include but is not limited to:	<ul style="list-style-type: none"> • Linux 6.0 or above • Windows 98 or above • Apple OS 8 or above
<i>Computer</i> may include:	<ul style="list-style-type: none"> • laptops • workstations • servers • other devices
<i>Server</i> may include:	<ul style="list-style-type: none"> • Application/web servers • BEA Weblogic servers • IBM VisualAge and WebSphere • Novell NDS servers • Email servers • File and print servers • FTP servers • Firewall servers • Proxy/cache servers
<i>Requirements</i> may be in reference to:	<ul style="list-style-type: none"> • business • system • application • network • people in the organisation
<i>Software</i> may include but is not limited to:	<ul style="list-style-type: none"> • commercial, in-house, packaged or customised software
<i>Organisational guidelines</i> may include but are not limited to:	<ul style="list-style-type: none"> • personal use of emails and internet access • content of emails • downloading information and accessing particular websites • opening mail with attachments • virus risk • dispute resolution • document procedures and templates • communication methods • financial control mechanisms

RANGE STATEMENT	
<i>Privacy policy</i> include:	<ul style="list-style-type: none"> • information on the types of information held • the purpose of holding the information • how it is collected • the approved uses and disclosure of information held

Unit Sector(s)

Unit sector	Support
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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