



Australian Government

Department of Education, Employment and Workplace Relations

ICAU4207B Apply web authoring tool to convert client data for websites

Release: 1

ICAU4207B Apply web authoring tool to convert client data for websites

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit defines the competency required to use web development software to create website content. The unit is designed to use a web authoring tool to convert text and images to appropriate web protocols.</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. Create files	1.1. Create files and save in correct location/directory 1.2. Insert and format text content according to <i>business requirements</i> 1.3. Insert and optimise <i>images</i> as required 1.4. Identify usage for, and create, templates
2. Create formatting templates	2.1. Create basic external cascading style sheets (CSS) 2.2. Define styles for the required tags according to the <i>business requirements</i> 2.3. Link CSS to the relevant files and display the relevant formatting
3. Define library items	3.1. Identify items that recur on several pages and include in library 3.2. Format selected items according to CSS definition 3.3. Check the tags of the selected items 3.4. Selected library items are created and clearly named 3.5. Update items contained in library as required by <i>business requirements</i>
4. Develop templates	4.1. Create and save a file as a template and link with CSS 4.2. Format the template and create and name editable regions 4.3. Place generic image icons in page as required by business image 4.4. Save and modify templates
5. Identify authoring requirements	5.1. Select preferred web authoring tool according to <i>business requirements</i> 5.2. Set preferences for the web authoring tool, including site <i>file transfer protocol client</i> 5.3. Customise and navigate the web author tool environment/workspace to meet individual <i>requirements</i> 5.4. Select buttons and tools correctly, both opened and closed to access a full range of features 5.5. Define and clearly name site and a root folder
6. Create simple forms	6.1. Add form elements to page 6.2. Set form element properties for each form element 6.3. Insert additional fields as required for processing form

ELEMENT	PERFORMANCE CRITERIA
	6.4. Identify availability and location of CGI script 6.5. Connect the form to a script in a <i>server</i> CGI bin 6.6. Test the form to ensure no errors
7. Create simple navigation	7.1. Create a site map to plan navigation 7.2. Create links between pages to reflect content structure using both text and images 7.3. Check links in multiple <i>browsers</i> for errors 7.4. Check website content across a number of different <i>browsers</i> and <i>browser</i> versions to ensure consistency of presentation, performance and accessibility

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- HTML
- Basic design
- Read and interpret authoring specifications
- Appropriate software and tools are selected to meet the required specifications

Required knowledge

- Website architecture
- SGML and the associated standards
- Basic design principles
- Authoring tool accessibility guidelines
- Technical environment characteristics
- 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 develop web content using authoring tools to meet specifications. Authoring tools are applied to create cross browser web documents. <p>To demonstrate competency in this unit the person will require access to:</p> <ul style="list-style-type: none"> Site authoring software and tools Business expectations brief
Context of and specific resources for assessment	<p>Using web authoring to convert data is an appropriate method for rapid data translation and prevents the need for a rewrite.</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 provision of some leadership and guidance to others in the application and planning of the skills would be characteristic. Applications may involve responsibility for, and

EVIDENCE GUIDE	
	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 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

EVIDENCE GUIDE

- Take responsibility for own outputs in relation to specified quality standards
- Take limited responsibility for the quantity and quality of the output of others

Additionally, an individual demonstrating this competency would be able to:

- Demonstrate skills and knowledge in using a web authoring tools
- Apply solutions to a variety of data conversion problems
- Perform processes that require a range of well-developed skills where some discretion and judgement is required
- Interpret available information, using discretion and judgement
- Take responsibility for outputs in data conversion work
- Maintain knowledge of industry products and services

Range Statement**RANGE STATEMENT**

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.

Browser may include but is not limited to:

- Netscape Navigator
- Internet Explorer
- Mozilla
- Opera
- Galleon
- Phoenix
- Konqueror
- Lynx

RANGE STATEMENT	
<i>Images</i> may include but is not limited to:	<ul style="list-style-type: none"> • graphics • clipart • pictures
<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>Business requirements</i> may include:	<ul style="list-style-type: none"> • customer • supplier • payroll • inventory • tax requirements of the organisation
<i>Requirements</i> may be in reference to:	<ul style="list-style-type: none"> • business • system • application • network • people in the organisation
<i>File transfer protocol client</i> may include:	<ul style="list-style-type: none"> • AxY FTP for Windows, Linux and Unix • Cftp for Unix • Curl for Unix supports FTP, HTTP, Telnet, etc. • gFTP with GUI for Unix supports FTP, HTTP and SSH • Lftp command line FTP for Solaris, IRIX, HP-UX, Digital UNIX and Linux • Lukemftp command-line FTP supports FTP and HTTP URLs • NcFTP Client command-line FTP and HTTP URLs for Solaris, FreeBSD, AIX and Linux • WS-FTP

Unit Sector(s)

Unit sector	Use
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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