



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICAWEB403A Transfer content to a website using commercial packages**

**Release: 1**

## ICAWEB403A Transfer content to a website using commercial packages

### Modification History

Version	Comments
ICAWEB403A	This version first released with <i>ICAI1 Information and Communications Technology Training Package version 1.0</i>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to transfer content from a remote location to a web server using a range of commercial information technology (IT) products. The end objective is the successful upload of new or revised information on a website.

### Application of the Unit

This unit applies to website developers and maintainers who are responsible for updating websites.

### Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

<b>Element</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

## Elements and Performance Criteria

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

	close connection
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## Required Skills and Knowledge

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

### Required skills

- communication skills to liaise with clients and staff
- literacy skills to interpret standards and requirements
- planning and organisational skills to conduct user analysis
- technical skills to:
  - conduct website analysis
  - connect to remote servers
  - manage directory maintenance
  - manage file transfers and backups
  - undertake website publishing.

### Required knowledge

- detailed knowledge of:
  - FTP server and client software
  - internet protocols
  - security issues, including denial of service, viruses and hackers
  - server access security procedures
  - server operating systems
  - website server architecture (e.g. Linux, Windows, Unix)
- overview knowledge of:
  - Australian Computer Society Code of Ethics
  - commonwealth Privacy Act 2000
  - copyright and intellectual property information.

## Evidence Guide

*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.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• configure an FTP client</li> <li>• prepare content to be transferred</li> <li>• connect to the server</li> <li>• transfer content.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• web servers</li> <li>• ebusiness website</li> <li>• FTP client software</li> <li>• server security password and access procedures</li> <li>• appropriate learning and assessment support when required.</li> </ul> <p>Where applicable, physical resources should include equipment modified for people with special needs.</p>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct observation of candidate using a range of commercial software packages to transfer content to a website</li> <li>• verbal or written questioning to assess candidate's knowledge of transfer protocols and associated security issues</li> <li>• review of candidate's documented website functionality.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate.</p> <p>Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed.</p> <p>Indigenous people and other people from a non-English</p>

	<p>speaking background may need additional support.</p> <p>In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.</p>
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## 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.*

<b><i>FTP client</i></b> may include:	<ul style="list-style-type: none"> <li>• AxY FTP for Windows, Linux and Unix</li> <li>• cftp for Unix</li> <li>• Curl for Unix supports FTP, HTTP, Telnet</li> <li>• GFTP with GUI for Unix supports FTP, HTTP and SSH</li> <li>• lftp command-line FTP for Solaris, IRIX, HP-UX, Digital Unix and Linux</li> <li>• NcFTP client command-line FTP and HTTP URLs for Solaris FreeBSD, AIX and Linux</li> <li>• NFTP command-line FTP for Windows, Linux, OS/2</li> <li>• WS_FTP for MS Windows.</li> </ul>
<b><i>Client</i></b> may include to:	<ul style="list-style-type: none"> <li>• employee</li> <li>• external organisation</li> <li>• individual</li> <li>• internal department.</li> </ul>
<b><i>Privacy policy</i></b> may include:	<ul style="list-style-type: none"> <li>• approved uses and disclosure of information held</li> <li>• how it is collected</li> <li>• information on the types of information held</li> <li>• purpose of holding the information.</li> </ul>
<b><i>Organisational guidelines</i></b> may include:	<ul style="list-style-type: none"> <li>• communication methods</li> <li>• content of emails</li> <li>• dispute resolution</li> <li>• document procedures and templates</li> <li>• downloading information and accessing particular websites</li> <li>• financial control mechanisms</li> <li>• opening mail with attachments</li> <li>• personal use of emails and internet access</li> <li>• virus risk.</li> </ul>
<b><i>Computer</i></b> may include:	<ul style="list-style-type: none"> <li>• laptops</li> <li>• other devices</li> <li>• servers</li> <li>• workstations.</li> </ul>



<i>Server</i> may include:	<ul style="list-style-type: none"> <li>• application or web servers</li> <li>• BEA Weblogic servers</li> <li>• email servers</li> <li>• file and print servers</li> <li>• firewall servers</li> <li>• FTP servers</li> <li>• IBM VisualAge and WebSphere</li> <li>• Novell Directory Services (NDS) servers</li> <li>• proxy or cache servers.</li> </ul>
<i>Operating system</i> may include:	<ul style="list-style-type: none"> <li>• Apple</li> <li>• Linux</li> <li>• Windows.</li> </ul>
<i>Software</i> may include:	<ul style="list-style-type: none"> <li>• commercial</li> <li>• customised software</li> <li>• in-house</li> <li>• packaged.</li> </ul>
<i>Requirements</i> may relate to:	<ul style="list-style-type: none"> <li>• application</li> <li>• business</li> <li>• network</li> <li>• people in the organisation</li> <li>• system.</li> </ul>

## Unit Sector(s)

Web

## Custom Content Section

Not applicable.