



**Australian Government**

# **CUADIG201 Maintain interactive content**

**Release: 1**

## CUADIG201 Maintain interactive content

### Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

### Application

This unit describes the skills and knowledge required to maintain interactive content for websites, learning resources or social media channels, using a content management system.

It applies to individuals, working under direction, who upload media assets and change text content.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Visual Communication – Digital Content and Imaging

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Check content	1.1 Confirm frequency of content updates and production deadlines with relevant personnel 1.2 Obtain, access and review content to ensure correct versions 1.3 Confirm existing content to be retained or deleted with relevant personnel
2. Check links and media assets	2.1 Check existing links are valid and source replacement links if required 2.2 Check assets are functional and in correct file format and size for inclusion 2.3 Document technical and content issues in accordance with enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	2.4 Confirm with relevant personnel that copyright clearance has been obtained on all new content
3. Update content	3.1 Access content management system to upgrade content 3.2 Adopt safe ergonomic practices when using equipment for long periods of time 3.3 Delete closed links and re-establish new site links if available 3.4 Check internal page links and rectify or delete as required 3.5 Import and/or change content material as required and specify appropriate metadata or tags 3.6 Make heading, typographical, caption and image revisions, applying appropriate style sheets and alt tags if required 3.7 Add pages or screens as required, applying appropriate templates or themes 3.8 Submit edited files to server, and check upload was successful 3.9 Advise relevant personnel if new interface designs are required to incorporate additional materials
4. Test and confirm changes	4.1 Check all content is displayed and functions on server as required 4.2 Confirm with relevant personnel that all changes have been made 4.3 Store original content securely and file using standard industry conventions

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.2, 2.1, 2.3, 3.3-3.7, 4.1, 4.3	<ul style="list-style-type: none"> <li>Identifies and follows familiar written instructions</li> <li>Checks content to ensure styles, links and subject matter are accurate</li> </ul>
Writing	2.3, 3.3-3.7, 4.3	<ul style="list-style-type: none"> <li>Accurately enters electronic information in required format</li> <li>Prepares technical documents in required format</li> </ul>

Oral Communication	1.1, 1.3, 2.4, 3.9, 4.2	<ul style="list-style-type: none"> <li>• Uses questioning and listening techniques to clarify requirements</li> <li>• Uses clear, everyday language to discuss tasks with relevant personnel</li> </ul>
Navigate the world of work	2.3, 2.4, 3.2	<ul style="list-style-type: none"> <li>• Adheres to organisational and legislative requirements</li> </ul>
Interact with others	1.1, 1.3, 2.4, 3.9, 4.2	<ul style="list-style-type: none"> <li>• Uses appropriate communication practices to discuss and confirm requirements</li> </ul>
Get the work done	1.2, 2.1, 2.2, 3.1, 3.3-3.8, 4.1, 4.3	<ul style="list-style-type: none"> <li>• Plans and completes work tasks, seeking advice as necessary</li> <li>• Uses relevant software to examine, amend and upload interactive content</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUADIG201 Maintain interactive content	CUFDIG201A Maintain interactive content	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>