



**Australian Government**

# **CUADIG211 Maintain interactive content**

**Release: 1**

## CUADIG211 Maintain interactive content

### Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

### Application

This unit describes the skills and knowledge required to maintain interactive content for websites or social media channels using a content management system. It involves confirming content requirements, checking links and media assets are valid and functional, updating applicable content and testing content functionality on the server.

The unit applies to those, 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 required personnel 1.2 Obtain, access and review content and confirm versions meet content requirements 1.3 Confirm existing content to be retained or deleted with required personnel
2. Check links and media assets	2.1 Check existing links are valid and source replacement links as required 2.2 Confirm assets are functional and in file format and size that meets content requirements 2.3 Document technical and content issues according to

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>organisational policies and procedures</p> <p>2.4 Confirm with required personnel that copyright clearance has been obtained on all new content</p>
3. Update content	<p>3.1 Access content management system and upgrade content</p> <p>3.2 Import and change content material as required and specify metadata and tags according to content requirements and organisational policies and procedures</p> <p>3.3 Make heading, typographical, caption and image revisions, applying applicable style sheets and alt tags as required</p> <p>3.4 Add pages and screens as required, applying applicable templates or themes</p> <p>3.5 Submit edited files to server and confirm upload was successful</p> <p>3.6 Advise required personnel if new interface designs are required to incorporate additional materials</p>
4. Test and confirm changes	<p>4.1 Check all content is displayed and functions on server as required</p> <p>4.2 Confirm with required personnel that all changes have been made</p> <p>4.3 Store original content according to organisational policies and procedures and file using standard industry conventions</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>SKILL</b>	<b>DESCRIPTION</b>
Reading	<ul style="list-style-type: none"> <li>Identifies and follows familiar written instructions</li> <li>Checks content and confirms styles, links and subject matter meet requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Enters electronic information in required format</li> <li>Prepares technical documents in required format</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Clarifies requirements using questioning and listening techniques</li> <li>Discusses tasks with required personnel using clear, everyday language</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Adheres to organisational and legislative requirements</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Discusses and confirms requirements using applicable communication practices</li> </ul>
Planning and	<ul style="list-style-type: none"> <li>Plans and completes work tasks, seeking advice as required</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
organising	
Technology	<ul style="list-style-type: none"><li>Examines, amends and uploads interactive content using applicable software</li></ul>

## Unit Mapping Information

Supersedes and is equivalent to CUADIG201 Maintain interactive content.

## Links

Companion Volume Implementation Guide is found on VETNet -

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