



Australian Government

Department of Education, Employment and Workplace Relations

CUFMEM12A Update web pages

Release: 1

CUFMEM12A Update web pages

Modification History

Not applicable.

Unit Descriptor

This unit describes the skills required to update the information on a website within the cultural industries.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Check information for relevance and currency	1.1 Confirm frequency of site upgrades with relevant personnel 1.2 Obtain revised and additional content material in

- electronic form from client
- 1.3 Confirm with relevant personnel the age limit of links that should be retained or deleted
- 1.4 Confirm with relevant personnel other revisions if required
- 2 Check links and navigation
 - 2.1 Select appropriate link-checking software, run software to test links and check currency of existing links
 - 2.2 Save report document according to technical and organisational requirements
- 3 Edit information as required
 - 3.1 Check broken or failed links to determine site closure or new site addresses
 - 3.2 Delete closed links and re-establish new site links if available
 - 3.3 Check internal page links and rectify as required
 - 3.4 Delete old links as required
 - 3.5 Insert and edit content material as required
 - 3.6 Make heading, typographical and image revisions as required
 - 3.7 Insert additional pages as required, ensuring the links are made correctly within the site structure
 - 3.8 Advise relevant personnel if new buttons, interface or navigation design are required to incorporate additional materials
- 4 Test and confirm changes
 - 4.1 Check all links are valid before requesting that client checks all content changes and confirms that they are valid
 - 4.2 Provide client with a full report of all changes made

Required Skills and Knowledge

Not applicable.

Evidence Guide

Underpinning skills&knowledge

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

knowledge of how to initiate and conclude an internet connection

knowledge of appropriate software

knowledge of appropriate uses of different internet protocols and data types (world wide web, email, etc)

knowledge of privacy and security measures related to on-line tasks

knowledge of information sources

Linkages to other units

This unit has linkages to the following units and combined training delivery and/or assessment is recommended:

CUSRAD01A - Collect and organise information

ICPMM65DA - Create web pages with multimedia

CUFMEM06A - Design a multimedia product

Critical aspects of evidence

This unit of competence applies to the multimedia sector and a range of other interested areas.

Assessment must be customised to meet the needs of the particular workplace in which

performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.

The following evidence is critical to the judgement of competence in this unit:

the ability to add to or revise information on web page/s and check the accuracy of the information, the links and document the process

Method and context of assessment

Assessment of this unit of competence will usually include observation of real or simulated work processes and procedures but may include:

practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)

role play

case studies

work samples or simulated workplace activities

oral questioning/interview

projects/reports/logbooks

third party reports and authenticated prior achievements

portfolios of evidence

Resource requirements

Assessment requires access to a range of equipment and software currently used by the multimedia industry.

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Range Statement

Appropriate personnel to consult may include:

supervisor
web manager
programmers and technical support people
clients
other specialist creative and administrative staff as appropriate

Possible web site revisions may include:

heading replacements
typographical errors
image replacements or additions

Software applications for accessing the internet and developing the web page may include:

a wide range of programs, some current examples of which may be:

Eudora (accessing the world wide web)
Netscape (accessing the world wide web)
Authorware
Dreamweaver
Attain
WebCT

NOTE: These programs are constantly being upgraded and replaced and appropriate up-to-date programs should be selected.

Relevant terminology used may include but not be limited to:

ISDN
PPP
TCP/IP
URL
Java
JavaScript
HTML
download
world wide web
cookies
zip files

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Unit Sector(s)

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