



Australian Government

Department of Education, Employment and Workplace Relations

ICA40305 Certificate IV in Information Technology (Websites)

Release: 1

ICA40305 Certificate IV in Information Technology (Websites)

Modification History

Not Applicable

Description

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This qualification provides the skills and knowledge for an individual to be competent in website design and/or administration either as an independent ICT specialist or as part of a team. The qualification has a strong ICT base with the potential for inclusion of a range of broader design and multimedia units to suit particular needs. The qualification could provide logical progression from the ICA05 Certificate III in IT and entry into the Diploma of Information Technology (Website Development) and several other diplomas.

It is the logical pathway from the ICA05 Certificate III in IT, Support or Applications streams and has 2 specialist streams with direct relevance to workplace roles.

Design Stream This role involves designing and constructing web pages and creating the look and feel of the site. The design role's objective is to create, in consultation with the client, the flow or 'story' of the website and how information will be displayed. From a technical perspective, designers will make use of graphical knowledge, knowledge of specific technologies and various platforms, creative flair and ability to put down an image, layout and design skills, technical knowledge of hardware, software and specific web languages.

The stream provides for training in the specific design tools built on a fundamental ICT technical base. It is possible to come into this area without qualifications but this is likely to be difficult. The provision for selecting some electives from elsewhere in the Training Package enables other ICT oriented skill areas (e.g. network development or e-business strategy) to also be included in the qualification.

Administration Stream Depending on the level of responsibility and the particular job role involved an administration stream graduate would be expected to manage the various technical aspects of the website including technical performance analysis and reporting, development of protocols for transferring content, maintenance of standards and security, building basic sites and creating basic script and other technical elements for a website.

Additionally, such a role may also include developing custom programs to extend the function of the website and administering the day to day operation of the server software, monitoring logs and usage statistics, adjusting configuration settings and backing up the system.

The electives in this qualification allow for a degree of specialisation, for example in database work, content development or basic programming. The provision for selecting some electives from elsewhere in either the ICT or any other Training Package enables the incorporation of other skill areas (e.g. design or e-business database). Depending on the stream and electives chosen, this qualification could provide entry into one of several ICA05 Diploma qualifications including Website Development and Systems Administration.

Complementary qualifications with less of an ICT focus can be found in several other Training Packages including:

- CUF07 Screen and Media
- ICP05 Printing and Graphic Arts
- CUV03 Visual Arts, Craft and Design
- BSB07 Business Services

Job Roles

Individual job roles relating to this qualification span a range of ICT technical areas. Those graduates with a design focus would use skills in the design and production of websites to work as a designer and builder of websites. Administration graduates could use skills in the management of websites, corporate intranets and extranets to work as a web manager, intranet manager or network systems manager.

Possible job titles include:

- Games Designer
- Internet Webmaster
- Internet/Intranet Administrator
- Multimedia Content Author
- Multimedia Graphic Designer
- Online Producer
- Web Administrator
- Web Applications Developers
- Web Developer/Technical Writer
- Web Development Officer
- Web Graphic Designer
- Webmaster
- Webmaster/Assistant
- Website Coordinator
- Website or Web Administrator

Prerequisite Requirements

A number of units within this qualification have prerequisites. These are detailed as follows:

Code and Title	Prerequisite units required
ICAA4142C Design a website to meet technical requirements	ICAB4135B Create a simple mark-up language document to specification ICAB4137B Produce basic client side script for dynamic web pages CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product
ICAB4220B Create scripts for networking	ICAB4225B Automate processes
ICAD4198B Develop guidelines for uploading information to a website	ICAD3218B Create user documentation ICAD4217B Create technical documentation
ICAT4186B Conduct operational acceptance tests of websites	ICAT4184B Ensure site usability for full range of users
ICAT4194B Ensure basic website security	ICAI3101B Install and manage network protocols

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

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The following units contain the basic fundamentals of ICT knowledge and skills for all qualifications at Certificate III in IT and above. These units or demonstrated equivalence are required for entry into this qualification:

- BSBCMN106A Follow workplace safety procedures
- ICAD2012B Design organisational documents using computing packages
- ICAU1128B Operate a personal computer
- ICAU2005B Operate computer hardware
- ICAU2006B Operate computing packages
- ICAU2013B Integrate commercial computing packages
- ICAU2231B Use computer operating system
- ICAW2001B Work effectively in an IT environment
- ICAW2002B Communicate in the workplace

Employability Skills Summary

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The following table contains a summary of the Employability Skills required for a WebMaster/Assistant. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry requirements for this qualification include:
Communication	<ul style="list-style-type: none"> consulting with end users and clients before, during and after development of websites to determine their issues and ensuring that their needs are met interpreting technical manuals
Teamwork	<ul style="list-style-type: none"> consulting with the work team to review proposed changes against current and future business requirements establishing and improving work teams in an IT environment
Problem Solving	<ul style="list-style-type: none"> determining criteria for writing script for web pages for example, criteria such as dynamic functionality and appropriate language
Initiative and Enterprise	<ul style="list-style-type: none"> developing new criteria and procedures for performing current practices identifying, analysing and evaluating information from a variety of sources
Planning and Organising	<ul style="list-style-type: none"> creating project plans to guide the development of systems methodologies preparing feasibility reports taking into account the

Employability Skill	Industry requirements for this qualification include:
	scope, time, cost, quality, communications and risk management
Self-management	<ul style="list-style-type: none"> taking responsibility for own output in relation to specified quality standards working within the Australian Computer Society code of ethics regarding security, legal, moral and ethical issues
Learning	<ul style="list-style-type: none"> gathering and organising feedback on draft documentation and client satisfaction maintaining knowledge of tools and software applications and the goods and services provided
Technology	<ul style="list-style-type: none"> selecting and using software and hardware diagnostic tools, including multimedia contexts and automated testing environments

Packaging Rules

Qualification Structure

To attain the ICA40305 Certificate IV in Information Technology (Websites) 24 or 25 units must be achieved:

- 12 common core units; plus
- 9 specialist core stream units - Design; or
- 8 specialist core stream units - Administration; plus
- 4 elective units

Achieve 12 Common Core Units

Common Core

BSBCMN304A	Contribute to personal skill development and learning
CUSADM08A	Address copyright requirements
ICAA4041C	Determine and confirm client business expectations and needs
ICAB4135B	Create a simple mark-up language document to specification
ICAB4225B	Automate processes
ICAD4043B	Develop and present a feasibility report
ICAD4217B	Create technical documentation
ICAI4189B	Ensure website content meets technical protocols and standards
ICAT4221B	Locate equipment, system and software faults
ICAU4205B	Select and employ software and hardware tools
ICAW4214B	Maintain ethical conduct
PSPPM402B	Manage simple projects

Achieve all Core Units in 1 of the 2 Specialist Core Streams (Design or Administration)

Specialist Core Stream - Design (9 Units)

CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product
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ICAA4142C	Design a website to meet technical requirements
ICAA4233B	Determine and apply appropriate development methodologies
ICAB4137B	Produce basic client side script for dynamic web pages
ICAB4171B	Develop cascading style sheets
ICAD4198B	Develop guidelines for uploading information to a website
ICAS4201B	Transfer content to a website using commercial packages
ICAT4183B	Confirm accessibility of website for people with special needs
ICAU4207B	Apply web authoring tool to convert client data for websites

Specialist Core Stream - Administration (8 Units)

ICAB4220B	Create scripts for networking
ICAS4191B	Maintain website performance
ICAS4200B	Monitor traffic and compile website traffic reports
ICAS4201B	Transfer content to a website using commercial packages
ICAT4184B	Ensure site usability for full range of users
ICAT4185B	Create a website testing procedure
ICAT4186B	Conduct operational acceptance tests of websites
ICAT4194B	Ensure basic website security

Achieve 4 Elective Units Chosen from the Following Sources (Listed in Recommended Order)

- the other *ICA40305* stream not already selected; and/or
- elsewhere in the *ICA05 Information and Communications Technology Training Package* (at Certificate III [maximum of 2 units], Certificate IV or Diploma); and/or
- preferred Training Packages BSB07 Business Services and/or CUF07 Screen and Media and/or CUV03 Visual Arts, Craft and Design and/or ICP05 Printing and Graphic Arts (at Certificate IV or Diploma); and/or
- any other Training Package (up to a maximum of 2 units) and at Certificate IV or Diploma based on documented industry or enterprise needs
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