Australian Government

Department of Education, Employment and Workplace Relations

ICAWEB302A Build simple websites using commercial programs

Release: 1

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Modification History

Version	Comments
ICAWEB302A	This version first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use web authoring tools to create, modify and test simple web pages and websites.

Application of the Unit

This unit applies to people with responsibility for creating and maintaining simple 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

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	*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.*

Elements and Performance Criteria

1. Identify authoring requirements	1.1 Select preferred *web authoring tool* according to *client* requirements
	1.2 Set preferences for the web authoring tool, including site *file transfer protocol client*
2. Create and save files	2.1 Create files and save in correct location or directory
	2.2 Navigate the web authoring tool environment or workspace
	2.3 Access and use a range of features in the web authoring tool
	2.4 Maintain suitable directory structure for the site
	2.5 Save in appropriate directory structure
	2.6 Upload files to appropriate folder on the *server*
3. Add content to web pages	3.1 Insert and format text content according to client *requirements*
	3.2 Insert *images*, data tables and simple forms
	3.3 Access *markup language* and make basic modifications to code
4. Create simple navigation	4.1 Create a site map to plan navigation
	4.2 Create links between pages to reflect content structure using both text and images
5. Test website	5.1 Test elements of website content across a number of different *browsers* and browser versions to ensure consistency of presentation and performance
	5.2 Test that website meets client requirements

Required Skills and Knowledge

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

Required skills

- communication skills to clarify requirements
- research skills to gather information and review software suitability
- literacy skills to read and understand client requirements
- technical skills to:
    - open, edit, save, organise and back up files appropriately
    - operate a computer
    - troubleshoot basic hardware and software issues
    - upload files to web server
    - use basic hypertext markup language (HTML) coding.

Required knowledge

- Australian Computer Society Code of Ethics
- OHS requirements relevant to the IT industry
- overview knowledge of website publishing and markup language
- sustainability concepts, including energy and resource conservation.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • select and use a web authoring tool to create web pages • insert text and image elements in a web page • modify existing markup • test web page content for consistency • upload files to server.
Context of and specific resources for assessment	Assessment must ensure access to: • computer hardware and software • web authoring tools • web servers • website • storage media • FTP client software • server security password and access procedures • appropriate learning and assessment support when required • modified equipment for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning to assess knowledge of web publishing, markup, uploading and testing procedures • observation of candidate performing tasks related to creating web pages • review of a newly created website.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. 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. Indigenous people and other people from a non-English

| | speaking background may need additional support. |
| | In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge. |

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.

Web authoring tool may include:	• Adobe Creative Suite • Amaya for Mac, Windows, Linux, Unix • BBEdit for Mac • CoffeeCup • Dreamweaver for Mac, Windows • EditPad • EditPlus • FrontPage • GoLive • Homesite • Kompozer for Windows, Mac and Linux • Pagemill • SeaMonkey for Windows, Mac and Linux.
Client may include:	• external organisations • individuals • internal departments.
File transfer protocol client may include:	• CuteFTP for Windows • Filezilla for Windows, Mac OS, Linux • Transmit for Mac OS • WS-FTP for Windows.
Server may include:	• application or web servers • email servers • file and print servers • file transfer protocol (FTP) servers • firewall servers • proxy or cache servers.
Requirements may include:	• application • business or organisational • individuals • network • people in the organisation • system.
Images may include:	• animations

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	• backgrounds • banners • clip art • content-related images • decorative elements • logos • photos.
Markup language may include:	• cascading style sheet (CSS) • hypertext markup language (HTML) • eXtensible hypertext markup language (XHTML) • eXtensible markup language (XML).
Browsers may include:	• Firefox • Google Chrome • Internet Explorer • Lynx • Opera • Safari.

Unit Sector(s)

Web

Custom Content Section

Not applicable.