



Australian Government

Department of Education, Employment and Workplace Relations

ICA WEB410A Apply web authoring tool to convert client data for websites

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICAI1 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use web development software to create website content. The unit is designed to use a web authoring tool to convert text and images to appropriate web protocols.

Application of the Unit

This unit applies web developers who are responsible for developing websites using client data.

Using web authoring to convert data is an appropriate method for rapid data translation and prevents the need for a rewrite.

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
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Create files	<p>1.1 Create files and save in correct location and directory</p> <p>1.2 Insert and format text content according to <i>business requirements</i></p> <p>1.3 Insert and optimise <i>images</i> as required</p>
2. Create formatting templates	<p>2.1 Create basic external cascading style sheets (CSS)</p> <p>2.2 Define styles for the required tags according to business requirements</p> <p>2.3 Link CSS to the files and display formatting</p>
3. Define library items	<p>3.1 Identify items that recur on several pages and include in library</p> <p>3.2 Format selected items according to CSS definition</p> <p>3.3 Check tags of selected items</p> <p>3.4 Create and clearly name selected library items</p> <p>3.5 Update items contained in library according to business requirements</p>
4. Develop templates	<p>4.1 Create and save file as template and link with CSS</p> <p>4.2 Format template and create and name editable regions</p> <p>4.3 Place generic image icons in page as required by business image</p> <p>4.4 Save and modify templates</p>
5. Identify authoring requirements	<p>5.1 Select preferred web authoring tool, according to business requirements</p> <p>5.2 Set preferences for web authoring tool, including site <i>file transfer protocol (FTP) client</i></p> <p>5.3 Customise and navigate the web author tool environment or workspace to meet individual <i>requirements</i></p> <p>5.4 Select buttons and tools, both opened and closed, to access full range of features</p> <p>5.5 Define and name site and root folder</p>
6. Create simple forms	<p>6.1 Add form elements to page</p> <p>6.2 Set form element properties for each form element</p> <p>6.3 Insert additional fields as required for processing form</p> <p>6.4 Identify availability and location of common gateway</p>

	<p>interface (CGI) script</p> <p>6.5 Connect form to a script in a <i>server</i> CGI bin</p> <p>6.6 Test form to ensure no errors</p>
7. Create simple navigation	<p>7.1 Create site map to plan navigation</p> <p>7.2 Create links between pages to reflect content structure using both text and images</p> <p>7.3 Check links in multiple <i>browsers</i> for errors</p> <p>7.4 Check website content across a number of different browsers and browser versions to ensure consistency of presentation, performance and accessibility</p>

Required Skills and Knowledge

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

Required skills

- analytical skills to analyse business requirements
- communication skills to:
 - communicate with clients
 - convey and clarify complex information
 - seek assistance and expert advice
- literacy skills to interpret technical documentation, equipment manuals and authoring specifications
- planning and organisational skills to prioritise and monitor own work
- problem-solving skills to solve operational problems as they arise
- safety awareness skills to work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- technical skills to:
 - analyse and interpret technical aspects of implementation
 - design simple forms
 - operate software applications
 - select appropriate authoring tools to meet required specifications
 - write and maintain HTML.

Required knowledge

- Australian Computer Society Code of Ethics
- Authoring Tool Accessibility Guidelines
- standard generalised markup language (SGML) and the associated standards
- standard web and CSS design principles
- website design methods and standard website structures.

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	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • develop web content using authoring tools to meet specifications • use authoring tools to create cross-browser web documents • create forms • create navigation tools.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • site where web content may be developed using a web authoring tool • site authoring software and tools currently used in industry • business expectations brief • appropriate standards and current legislation • appropriate learning and assessment support when required. <p>Where applicable, physical resources should include equipment modified for people with special needs.</p>
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • verbal or written questioning to assess candidate's knowledge of web authoring tools • direct observation of candidate using authoring tool to convert client data for website • review of website developed by candidate following business requirements.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate.</p> <p>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.</p> <p>Indigenous people and other people from a non-English speaking background may need additional support.</p> <p>In cases where practical assessment is used it should be</p>

	combined with targeted questioning to assess required knowledge.
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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.

<i>Business requirements</i> may relate to:	<ul style="list-style-type: none"> • customer • inventory • payroll • supplier • tax requirements of the organisation.
<i>Images</i> may include:	<ul style="list-style-type: none"> • clipart • graphics • pictures.
<i>File transfer protocol client</i> may include:	<ul style="list-style-type: none"> • AxY FTP for Windows, Linux and Unix • cftp for Unix • Curl for Unix supports FTP, HTTP and Telnet • GFTP with GUI for Unix supports FTP, HTTP and SSH • lftp command line FTP for Solaris, IRIX, HP-UX, Digital Unix and Linux • Lukemftp command-line FTP supports FTP and HTTP URLs • NcFTP Client command-line FTP and HTTP URLs for Solaris, FreeBSD, AIX and Linux • WS-FTP.
<i>Requirements</i> may refer to:	<ul style="list-style-type: none"> • application • business • network • people in the organisation • system.
<i>Server</i> may include:	<ul style="list-style-type: none"> • application and web • building environmental assessment (BEA) weblogic • email • file and print • firewall • file transfer protocol • IBM VisualAge and WebSphere • Novell Directory Services • proxy or cache.
<i>Browsers</i> may include:	<ul style="list-style-type: none"> • Galleon • Internet Explorer

	<ul style="list-style-type: none">• Konqueror• Lynx• Mozilla• Netscape Navigator• Opera• Phoenix.
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Unit Sector(s)

Web