



Australian Government

ICTICT448 Prepare electronic portfolios of work

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills required to prepare, build and share electronic portfolios to display pieces of finished product and work on behalf of an individual, team or business.

It applies to individuals in multiple Information Communications and Technology (ICT) roles, including software, programming, gaming and web designers, developers, architects and business analysts, who are expected to maintain a professional online or business portfolio of work throughout their professional career at a given point in time. Portfolios, in this instance, can be used to get a job, sell work to a potential client or showcase skills, capabilities, intellectual property and product to the public.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

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. Prepare to create portfolios	1.1 Research and identify industry electronic portfolio options and standards 1.2 Assess and select hosting platform according to portfolio requirements 1.3 Identify required sections and elements of electronic portfolio 1.4 Gather documentation and examples of work according to portfolio requirements
2. Create portfolios to	2.1 Create portfolio structure according to portfolio

specifications	specifications 2.2 Upload work and match design specification according to portfolio specifications 2.3 Style electronic portfolio pages according to specifications 2.4 Add accompanying explanatory text and annotations according to portfolio specifications
3. Finalise portfolios in required format	3.1 Test electronic portfolio on required browsers and devices and remediate viruses and errors 3.2 Validate electronic portfolio against industry standards 3.3 Update, save and back up electronic portfolio to required storage units 3.4 Share electronic portfolio according to industry standards 3.5 Submit portfolio and obtain final task sign off from required personnel

Foundation Skills

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

SKILL	DESCRIPTION
Reading	Analyses and evaluates textual information and user guides to integrate ideas and meet technical requirements
Writing	Uses required programming syntax, language and conventions to create portfolio
Planning and organising	Articulates and selects bodies of work and communication that reflect professional brand and depth and breadth of capability
Problem solving	Applies problem-solving processes and scripting techniques to resolve less predictable problems
Self-management	- Takes responsibility for outcomes and maintenance of live product - Uses exploration, analytical and lateral thinking to identify new ideas and adapt existing ideas to context
Technology	- Interprets purposes, specific functions and key features of common digital systems and tools, websites and systems - Uses digital systems and tools to create and save files in required formats including applicable website hosts, saving locations and required hardware functions - Uses cyber safe techniques and hygiene to maintain portfolio integrity

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>