



Australian Government

ICTWEB410 Apply web authoring tool to convert client data for websites

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 1.0

Application

This unit describes the 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 the appropriate web protocols.

It applies to individuals employed as web developers who are responsible for developing websites using client data.

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

Unit Sector

Web

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. Create the files	1.1 Create files and save, in the correct location and directory 1.2 Insert and format text content, according to the business requirements 1.3 Insert and optimise images, as required
2. Create the formatting templates	2.1 Create basic external cascading style sheets (CSS) 2.2 Define styles for the required tags, according to the business requirements 2.3 Link CSS to the files, and display formatting

ELEMENT	PERFORMANCE CRITERIA
3. Define library items	3.1 Identify items that recur on several pages, and include in the library 3.2 Format selected items, according to CSS definition 3.3 Check the tags of selected items 3.4 Create and clearly name, the selected library items 3.5 Update the items contained in the library, according to the business requirements
4. Develop the templates	4.1 Create and save file as template, and link with CSS 4.2 Format the template and create, and name, editable regions 4.3 Place the generic image icons in a page, as required by the business image 4.4 Save and modify the templates
5. Identify the authoring requirements	5.1 Select the preferred web authoring tool, according to the business requirements 5.2 Set the preferences for the web-authoring tool, including the site file transfer protocol (FTP) client 5.3 Customise and navigate, the web author tool environment or workspace, to meet individual requirements 5.4 Select buttons and tools, both opened and closed, to access the full range of features 5.5 Define and name the site and root folder
6. Create simple forms	6.1 Add form elements to the page 6.2 Set the form element properties for each form element 6.3 Insert additional fields, as required for the processing form 6.4 Identify the availability, and location, of the common gateway interface (CGI) script 6.5 Connect the form to a script in a server CGI bin 6.6 Test the form to ensure that there are no errors
7. Create simple navigation	7.1 Create the site map in order to plan navigation 7.2 Create the links between pages to reflect the content structure, using both text and images 7.3 Check the links in multiple browsers for errors 7.4 Check the website content across a number of different browsers, and browser versions, to ensure consistency of

ELEMENT	PERFORMANCE CRITERIA
	presentation, performance and accessibility

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 3.1, 3.2, 3.5, 5.1-5.5	<ul style="list-style-type: none"> Identifies, and interprets, information from technical and business documentation to complete a work tasks, according to the business requirements and technical specifications
Writing	1.1-1.3, 2.1-2.3, 3.2, 3.4, 3.5, 4.1-4.4, 5.2-5.5, 6.1-6.5, 7.1-7.3	<ul style="list-style-type: none"> Uses specific software and technical language to create, format, review, save and access web based documents, templates, diagrams and images Electronically enters data and information that meet business requirements, and adheres to the technical requirements and specifications
Navigate the world of work	1.1, 2.2, 3.5, 5.1	<ul style="list-style-type: none"> Completes tasks in accordance with the specified business requirements
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.5, 6.1-6.6, 7.1-7.4	<ul style="list-style-type: none"> Prioritises and monitors own work Solves operational problems, as they arise Analyses the business requirements and interprets the technical aspects of implementation Designs simple forms Operates software applications, selects the appropriate authoring tools to meet the required specifications, and writes and maintains, the hypertext markup language (HTML)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ICTWEB410 Apply web authoring tool to convert client data for websites	ICAWEB410A Apply web authoring tool to convert client data for websites	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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