



**Australian Government**

# **ICTWEB419 Develop guidelines for uploading information to a website**

**Release: 1**

# ICTWEB419 Develop guidelines for uploading information to a website

## 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 support the effective operation of a website, by establishing content upload guidelines and procedures, in the context of site policies.

It applies to individuals who work in website maintenance roles who are required to ensure that a website remains operational.

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. Develop site policies	<p>1.1 Develop and disseminate policies on acceptable usage, security, privacy and copyright issues, based on technical security and privacy requirements</p> <p>1.2 Develop and disseminate, roles and responsibilities for updating and loading content, and removing redundant information</p> <p>1.3 Document and disseminate information about the nature of content able to be updated and loaded</p> <p>1.4 Establish the upload documentation, and disseminate the processes and procedures for the updating, loading or removal of</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>content on the site</p> <p>1.5 Implement automatic and routine, updating and archiving procedures</p>
2. Establish the updating and loading procedures	<p>2.1 Allocate, and make available to contributors, directory space to update and load new site content</p> <p>2.2 Identify and make available for use, authoring guides and resources, based on cascading style sheets (CSS) and business style guides</p> <p>2.3 Develop and make available, new content templates to be applied by authors for use based on CSS parameters</p> <p>2.4 Allocate and monitor server permissions</p> <p>2.5 Identify preferred file transfer protocol (FTP) client based on best fit with the technical environment, and make available for use</p> <p>2.6 Customise the FTP client to meet requirements</p> <p>2.7 Identify and develop authoring support tools, such as help files and links</p> <p>2.8 Disseminate authoring support tools, such as help files and links, as necessary</p>
3. Document the guidelines	<p>3.1 Develop documentation for loading information, taking into consideration security and privacy</p> <p>3.2 Document and make available, links to recommended support tools</p> <p>3.3 Automate the details of recent updates and loading of information, and document on the site</p>

## 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	1.1-1.3, 2.2, 2.5	<ul style="list-style-type: none"> <li>Critically analyses complex documentation from a variety of sources, and consolidates information, relating to specific criteria to determine requirements</li> </ul>
Writing	1.1-1.5, 2.3, 2.7,	<ul style="list-style-type: none"> <li>Develops procedural material for a specific audience, using clear and detailed language, in order to convey</li> </ul>

	3.1-3.3	explicit information, requirements and recommendations
Navigate the world of work	1.1, 1.2, 1.5, 3.1	<ul style="list-style-type: none"> <li>Modifies or develops organisational policies and procedures, to comply with legislative requirements and organisation goals</li> <li>Contributes to roles and responsibilities, of self and others</li> </ul>
Interact with others	1.1-1.4, 2.1, 2.4, 2.8, 3.2	<ul style="list-style-type: none"> <li>Selects and uses, the appropriate conventions and protocols when communicating with clients and co-workers, in a range of work contexts</li> <li>Uses a range of strategies to establish a sense of connection, and to build rapport with clients and co-workers</li> <li>Cooperates with others, and contributes to work practices, where joint outcomes are expected, and deadlines are to be met</li> <li>Identifies and explores, differences in a diverse range of people in the work context, and makes adjustments to communication in recognition of these differences</li> </ul>
Get the work done	1.1-1.5, 2.1, 2.2, 2.4-2.7, 3.3	<ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing and prioritising tasks and own workload, for efficiency and effective outcomes</li> <li>Contributes to the continuous improvement of current work practices, by applying basic principles of analytical and lateral thinking</li> <li>Uses familiar digital technologies and systems to access information, search and enter data, present information and communicate with others, cognisant of data security and safety</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWEB419 Develop guidelines for uploading information to a website	ICAWEB419A Develop guidelines for uploading information to a website	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>