ICTWEB440 Use web authoring tools

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 and knowledge required to use a web-authoring tool to convert text and images and create website content for a client.

The unit applies to individuals employed as web developers who are responsible for developing websites for a client.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for task and use of authoring tool	1.1 Establish client website and business requirements
	1.2 Discuss and confirm client scope with required personnel
	1.3 Identify and select preferred web authoring tool according to client requirements
	1.4 Set web-authoring tool preferences
	1.5 Customise and navigate web authoring tool environment and workspace according to website and business requirements
	1.6 Define and name site and root folder
	1.7 Create site map and plan navigation

ELEMENT	PERFORMANCE CRITERIA
2. Create files and CSS	2.1 Create files with client data and save in required location and directory
	2.2 Collate and format text and images according to website requirements
	2.3 Create basic external cascading style sheets (CSS) according to organisational guidelines and procedures
	2.4 Define styles for required tags according to business requirements
	2.5 Link CSS to created files and display formatting according to organisational guidelines and procedures
3. Define library items	3.1 Identify and include recurring items in library
	3.2 Format selected items according to CSS
	3.3 Check tags of selected library items, according to task requirements
	3.4 Update items contained in library according to business requirements
4. Develop boiler plates	4.1 Create boiler plate file and link with CSS
	4.2 Format and name boiler plate according to website requirement
	4.3 Place generic images in a page as required by business image
	4.4 Save and modify boiler plates according to organisational procedures
5. Create simple forms and navigation	5.1 Create form and add elements
	5.2 Set element properties
	5.3 Insert additional fields as required
	5.4 Identify availability and location of required script
	5.5 Connect form to script
	5.6 Test form and fix errors
	5.7 Create links between pages and reflect content structure using text and images
6. Finalise task and seek feedback	6.1 Test links and website on multiple browsers and devices and fix as required
	6.2 Confirm website is secure and follows cyber-security procedures and protocols
	6.3 Seek feedback and obtain 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	• Identifies and interprets information from technical and business documentation and completes work tasks according to business requirements and technical specifications
Writing	• Creates, formats, reviews, saves and accesses web based documents, templates, diagrams and images using specific software and technical language • Electronically enters data and information according to business requirements and adheres to technical requirements and specifications
Problem solving	• Solves operational problems as they arise
Self-management	• Prioritises and monitors own work • Analyses business requirements and interprets technical aspects of implementation
Technology	• Operates software applications, selects required authoring tools according to required specifications and writes and maintains hypertext markup language (HTML)

Unit Mapping Information

Supersedes and is equivalent to ICTWEB410 Apply web authoring tool to convert client data for websites.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2