



Australian Government

CUADIG201 Maintain interactive content

Release: 1

CUADIG201 Maintain interactive content

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to maintain interactive content for websites, learning resources or social media channels, using a content management system.

It applies to individuals, working under direction, who upload media assets and change text content.

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

Unit Sector

Visual Communication – Digital Content and Imaging

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. Check content	1.1 Confirm frequency of content updates and production deadlines with relevant personnel 1.2 Obtain, access and review content to ensure correct versions 1.3 Confirm existing content to be retained or deleted with relevant personnel
2. Check links and media assets	2.1 Check existing links are valid and source replacement links if required 2.2 Check assets are functional and in correct file format and size for inclusion 2.3 Document technical and content issues in accordance with enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	2.4 Confirm with relevant personnel that copyright clearance has been obtained on all new content
3. Update content	3.1 Access content management system to upgrade content 3.2 Adopt safe ergonomic practices when using equipment for long periods of time 3.3 Delete closed links and re-establish new site links if available 3.4 Check internal page links and rectify or delete as required 3.5 Import and/or change content material as required and specify appropriate metadata or tags 3.6 Make heading, typographical, caption and image revisions, applying appropriate style sheets and alt tags if required 3.7 Add pages or screens as required, applying appropriate templates or themes 3.8 Submit edited files to server, and check upload was successful 3.9 Advise relevant personnel if new interface designs are required to incorporate additional materials
4. Test and confirm changes	4.1 Check all content is displayed and functions on server as required 4.2 Confirm with relevant personnel that all changes have been made 4.3 Store original content securely and file using standard industry conventions

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, 2.1, 2.3, 3.3-3.7, 4.1, 4.3	- Identifies and follows familiar written instructions - Checks content to ensure styles, links and subject matter are accurate
Writing	2.3, 3.3-3.7, 4.3	- Accurately enters electronic information in required format - Prepares technical documents in required format

Oral Communication	1.1, 1.3, 2.4, 3.9, 4.2	• Uses questioning and listening techniques to clarify requirements • Uses clear, everyday language to discuss tasks with relevant personnel
Navigate the world of work	2.3, 2.4, 3.2	• Adheres to organisational and legislative requirements
Interact with others	1.1, 1.3, 2.4, 3.9, 4.2	• Uses appropriate communication practices to discuss and confirm requirements
Get the work done	1.2, 2.1, 2.2, 3.1, 3.3-3.8, 4.1, 4.3	• Plans and completes work tasks, seeking advice as necessary • Uses relevant software to examine, amend and upload interactive content

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUADIG201 Maintain interactive content	CUFDIG201A Maintain interactive content	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUADIG201 Maintain interactive content

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Performance Evidence

Evidence of the ability to:

- maintain interactive content for websites and/or social media channels including:
 - checking links and media assets
 - updating text, media assets and pages
 - assigning correct metadata or tags
 - checking that changes have uploaded successfully
- use a content management system proficiently
- document technical and content issues according to enterprise procedures
- store content according to industry conventions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how outdated links impact usability of web pages
- explain the procedure for checking copyright clearance
- describe how metadata and tags are used to classify content
- describe the purpose of alt tags and how they relate to accessibility standards
- explain safe work practices in relation to working on computers for periods of time.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- appropriate content

- content management system, the internet and authoring tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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