



Australian Government

Department of Education, Employment and Workplace Relations

ICAD4198B Develop guidelines for uploading information to a website

Release: 1

ICAD4198B Develop guidelines for uploading information to a website

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to support the effective operation of a website by establishing content upload guidelines and procedures in the context of site policies. The following units are linked and form an appropriate cluster: • ICAA4142C Design a website to meet technical requirements • ICAS4191B Maintain website performance No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		
	ICAD4217B	Create technical documentation

Prerequisite units		
	ICAD3218B	Create user documentation

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop site policies	1.1. Develop and disseminate policies on acceptable usage, security, privacy and copyright issues based on technical security and privacy requirements 1.2. Develop and disseminate roles and responsibilities for updating and loading content and removing redundant information 1.3. Document and disseminate information about the nature of content able to be updated and loaded 1.4. Establish upload documentation and disseminate the processes and procedures for update, loading or removal of content on the site 1.5. Implement automatic and/or routine updating and archiving procedures
2. Establish updating and loading procedures	2.1. Allocate and make available to contributors directory space to update and load new site content 2.2. Identify and make available for use authoring guides and resources based on cascading style sheet (CSS) and business style guides 2.3. Develop and make available new content templates to be applied by authors for use based on cascading style sheet (CSS) parameters 2.4. Allocate and monitor server permissions 2.5. Identify preferred file transfer protocol client based on best fit with technical environment and make available for use 2.6. Customise file transfer protocol client to meet requirements 2.7. Identify and develop authoring support tools, such as help files and links 2.8. Disseminate authoring support tools, such as help files and links as necessary
3. Document guidelines	3.1. Develop documentation for loading information, taking into consideration security and privacy requirements 3.2. Document and make available links to recommended support tools 3.3. Automate details of recent updates and loading of information, such as the time, the author, location and title of new files and document on the site

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Website analysis
- Website publishing
- Archiving
- File transfer
- Directory maintenance
- Information architecture
- Use of website design software

Required knowledge

- Website architecture and business process design with an understanding how e-business sites fit into corporate strategy
- Use of cascading style sheets and content templates
- How to locate and use authoring guides
- Maintaining and administering a website
- Using file transfer protocol (FTP) to move data or other files, such as help files or links
- Policy writing, dissemination and documenting technical specification
- Copyright and intellectual property issues
- Internet protocols

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm the ability to develop uploading and removal procedures that reflect the strategic intent of the site while maintaining site security and privacy standards.
- The procedures will include content that is updated regularly, automatically or by authors. Updating, loading and removal of redundant content includes the requirement to advise users of old data being archived and new content that has been posted.

To demonstrate competency in this unit the person will require access to:

- Servers
- E-business website
- File Transfer Protocol (FTP) software

Context of and specific resources for assessment

One of the main advantages of on-line information over hardcopy, is the ease with which it can be updated. However, there are potential pitfalls in the updating process. Users may access the site at any time and so by changing data unannounced, users could be inconvenienced. This unit deals with the processes of carrying out updates in a secure and convenient manner.

The breadth, depth and complexity of knowledge and skills in this competency would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance would be involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

EVIDENCE GUIDE	
	Assessment must ensure: • Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills would be characteristic. • Applications may involve responsibility for, and limited organisation of, others.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICAA4142C Design a website to meet technical requirements • ICAS4191B Maintain website performance

EVIDENCE GUIDE

An individual demonstrating this competency would be able to:

- Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- Apply solutions to a defined range of unpredictable problems
- Identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- Identify, analyse and evaluate information from a variety of sources
- Take responsibility for own outputs in relation to specified quality standards
- Take limited responsibility for the quantity and quality of the output of others

Additionally, an individual demonstrating this competency would be able to:

- Demonstrate understanding of the major elements of website design
- Identify, analyse and evaluate procedures and tools from a variety of sources, such as authoring tools and updating procedures
- Take responsibility for procedures in relation to quality standards for the updating process and data
- Maintain knowledge of industry products and services

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

RANGE STATEMENT	
Documentation may follow:	• ISO/IEC/AS standards • audit trails • naming standards • version control • project management templates • report writing principles
Requirements may be in reference to:	• business • system • application • network • people in the organisation
Content may include:	• information and interactive features, such as product information, company information, copyright and disclaimer notices, site map, frequently asked questions, what's new, customer-specific information, customer only information, error messages, instructions, feedback mechanisms, reference pages, forms, background articles, ratings/rankings/testimonials/quotes from reviews, hyperlink titles
Server may include:	• Application/web servers • BEA Weblogic servers • IBM VisualAge and WebSphere • Novell NDS servers • Email servers • File and print servers • FTP servers • Firewall servers • Proxy/cache servers
File transfer protocol client may include:	• AxY FTP for Windows, Linux and Unix • Cftp for Unix • Curl for Unix supports FTP, HTTP, Telnet, etc • gFTP with GUI for Unix supports FTP, HTTP and SSH • Lftp command line FTP for Solaris, IRIX, HP-UX, Digital UNIX and Linux • Lukemftp command-line FTP supports FTP and HTTP URLs • NcFTP Client command-line FTP and HTTP URLs for Solaris, FreeBSD, AIX, Linux

Unit Sector(s)

Unit sector	Documentation
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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