



Australian Government

ICTICT448 Prepare electronic portfolios of work

Release: 1

ICTICT448 Prepare electronic portfolios of work

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 required to prepare, build and share electronic portfolios to display pieces of finished product and work on behalf of an individual, team or business.

It applies to individuals in multiple Information Communications and Technology (ICT) roles, including software, programming, gaming and web designers, developers, architects and business analysts, who are expected to maintain a professional online or business portfolio of work throughout their professional career at a given point in time. Portfolios, in this instance, can be used to get a job, sell work to a potential client or showcase skills, capabilities, intellectual property and product to the public.

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

Unit Sector

General ICT

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. Prepare to create portfolios	1.1 Research and identify industry electronic portfolio options and standards 1.2 Assess and select hosting platform according to portfolio requirements 1.3 Identify required sections and elements of electronic portfolio 1.4 Gather documentation and examples of work according to portfolio requirements
2. Create portfolios to	2.1 Create portfolio structure according to portfolio

specifications	specifications 2.2 Upload work and match design specification according to portfolio specifications 2.3 Style electronic portfolio pages according to specifications 2.4 Add accompanying explanatory text and annotations according to portfolio specifications
3. Finalise portfolios in required format	3.1 Test electronic portfolio on required browsers and devices and remediate viruses and errors 3.2 Validate electronic portfolio against industry standards 3.3 Update, save and back up electronic portfolio to required storage units 3.4 Share electronic portfolio according to industry standards 3.5 Submit portfolio and obtain final task 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	Analyses and evaluates textual information and user guides to integrate ideas and meet technical requirements
Writing	Uses required programming syntax, language and conventions to create portfolio
Planning and organising	Articulates and selects bodies of work and communication that reflect professional brand and depth and breadth of capability
Problem solving	Applies problem-solving processes and scripting techniques to resolve less predictable problems
Self-management	- Takes responsibility for outcomes and maintenance of live product - Uses exploration, analytical and lateral thinking to identify new ideas and adapt existing ideas to context
Technology	- Interprets purposes, specific functions and key features of common digital systems and tools, websites and systems - Uses digital systems and tools to create and save files in required formats including applicable website hosts, saving locations and required hardware functions - Uses cyber safe techniques and hygiene to maintain portfolio integrity

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICTICT448 Prepare electronic portfolios of work

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- create at least one electronic portfolio with a minimum of three different examples of work and text.

In the course of the above, the candidate must:

- test and validate portfolio on at least two different devices and in two different browsers
- share portfolio to at least two different locations online
- save and back up portfolio to at least one location.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- functions and features of:
 - websites
 - platforms
 - software
 - hardware
 - storage units
 - design specifications
- electronic portfolio options, structures, requirements and standards
- industry standard hosting platforms
- basic scripting, testing and programming techniques and languages
- common viruses and errors and remediation processes
- processes to validate electronic portfolios
- industry standards for documentation, style and professional brand techniques

- sign-off requirements applicable to electronic portfolio work
- copyright, privacy, proprietary and intellectual property laws, legislation and policy standards
- organisational style guides and procedures applicable to preparing electronic portfolios.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- industry specific platforms, hardware, devices and websites
- the internet, including connectivity and different browsers
- storage devices and industry standard services.

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

Links

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