



Australian Government

ICTWEB403 Transfer content to a website using commercial packages

Release: 1

ICTWEB403 Transfer content to a website using commercial packages

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 transfer content, from a remote location to a web server, using a range of commercial information and communications technology (ICT) products. The objective is the successful upload of new, or revised, information on a website.

It applies to individuals who are required to update websites.

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. Configure the file transfer protocol client	1.1 Review and select the file transfer protocol (FTP) client, based on features and functions 1.2 Ensure that the file transfer protocol client is suitable for the technical environment 1.3 Enter client details, including the user identity (ID), password and the host name or ID, into profile fields to create a permanent profile 1.4 Choose settings such as auto-detect, save profile, and password, depending on organisational security and privacy

ELEMENT	PERFORMANCE CRITERIA
	policy, and the organisational guidelines 1.5 Test and verify, the configuration by connecting to the web-hosting server
2. Plan and prepare for the data transfer	2.1 Prepare the data content, and back it up on the local computer or server 2.2 Identify data as compressed, or uncompressed, with the tools available on the server to manage uploaded data 2.3 Ensure that the files are in an appropriate form for recognition and interaction by the operating system 2.4 Ensure that the receiving directory structure is applicable for the data to be uploaded
3. Establish the connection to server	3.1 Log on to remote server using administrative, guest or anonymous accounts 3.2 Proceed through the security layers, based on organisational guidelines 3.3 Initiate the file transfer protocol client program and locate the destination directory
4. Transfer the data to a remote server	4.1 Select files to be transferred and choose the mode, American Standard Code for Information Interchange (ASCII), or binary 4.2 Run the antivirus software on the downloaded files 4.3 Move, rename, copy, and delete files on the server as necessary, and as permissions allow 4.4 Store and order files, according to requirements and file extensions 4.5 Conduct appropriate steps for downloaded files, such as translation, decompression, or de-archival of the files for use 4.6 Confirm the data transfer and content functionality, and close the connection

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
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Reading	1.1, 1.4, 1.5, 2.1-2.4, 3.2, 4.1-4.6	Accesses and evaluates technical information, standards, and data, to ensure alignment between work requirements, implementation protocols and specified outcomes
Writing	1.3-1.5, 2.1-2.4, 3.1-3.3, 4.1, 4.3-4.5	Uses specific standards, software and technical language to create, update, enter and verify data and information, according to work requirements, implementation protocols, and specified outcomes
Navigate the world of work	1.4, 3.2, 4.3, 4.4	Takes personal responsibility for adherence to legislative requirements and the organisational policies and guidelines, related to own work context
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6	- Plans, sequences and prioritises tasks and own workload, for efficiency and effective outcomes - Understands the purposes, specific functions and the key features of common digital systems, tools and software, and operates them effectively, to complete a series of sequential tasks required to prepare, and transfer, data successfully to a website

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWEB403 Transfer content to a website using commercial packages	ICAWEB403 A Transfer content to a website using commercial packages	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>

Assessment Requirements for ICTWEB403 Transfer content to a website using commercial packages

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Performance Evidence

Evidence of the ability to:

- configure a file transfer protocol (FTP) client
- prepare the content to be transferred
- connect to the server
- transfer the content.

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:

- describe the process of transferring content to a website including:
 - the FTP server and the client software
 - internet protocols
 - security issues
 - server access security procedures
 - server operating systems
 - website server architecture (e.g. Linux, Windows, Unix)
- outline the range of organisational policies, and procedures, that impact on web site development
- identify and describe the legislation, regulations, and codes of practice as they relate to web design, including:
 - codes of ethics
 - privacy
 - copyright
 - intellectual property.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the website technologies field of work, and include access to the:

- web servers
- e-business website
- FTP client software
- server security password, and access procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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