



Australian Government

ICTWEB419 Develop guidelines for uploading information to a website

Release: 1

ICTWEB419 Develop guidelines for uploading information to a website

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 support the effective operation of a website, by establishing content upload guidelines and procedures, in the context of site policies.

It applies to individuals who work in website maintenance roles who are required to ensure that a website remains operational.

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. 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 the upload documentation, and disseminate the processes and procedures for the updating, loading or removal of

ELEMENT	PERFORMANCE CRITERIA
	content on the site 1.5 Implement automatic and routine, updating and archiving procedures
2. Establish the 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 sheets (CSS) and business style guides 2.3 Develop and make available, new content templates to be applied by authors for use based on CSS parameters 2.4 Allocate and monitor server permissions 2.5 Identify preferred file transfer protocol (FTP) client based on best fit with the technical environment, and make available for use 2.6 Customise the FTP 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 the guidelines	3.1 Develop documentation for loading information, taking into consideration security and privacy 3.2 Document and make available, links to recommended support tools 3.3 Automate the details of recent updates and loading of information, and document on the site

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	1.1-1.3, 2.2, 2.5	Critically analyses complex documentation from a variety of sources, and consolidates information, relating to specific criteria to determine requirements
Writing	1.1-1.5, 2.3, 2.7,	Develops procedural material for a specific audience, using clear and detailed language, in order to convey

	3.1-3.3	explicit information, requirements and recommendations
Navigate the world of work	1.1, 1.2, 1.5, 3.1	- Modifies or develops organisational policies and procedures, to comply with legislative requirements and organisation goals - Contributes to roles and responsibilities, of self and others
Interact with others	1.1-1.4, 2.1, 2.4, 2.8, 3.2	- Selects and uses, the appropriate conventions and protocols when communicating with clients and co-workers, in a range of work contexts - Uses a range of strategies to establish a sense of connection, and to build rapport with clients and co-workers - Cooperates with others, and contributes to work practices, where joint outcomes are expected, and deadlines are to be met - Identifies and explores, differences in a diverse range of people in the work context, and makes adjustments to communication in recognition of these differences
Get the work done	1.1-1.5, 2.1, 2.2, 2.4-2.7, 3.3	- Takes responsibility for planning, sequencing and prioritising tasks and own workload, for efficiency and effective outcomes - Contributes to the continuous improvement of current work practices, by applying basic principles of analytical and lateral thinking - Uses familiar digital technologies and systems to access information, search and enter data, present information and communicate with others, cognisant of data security and safety

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWEB419 Develop guidelines for uploading information to a website	ICAWEB419A Develop guidelines for uploading information to a website	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 ICTWEB419 Develop guidelines for uploading information to a website

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Performance Evidence

Evidence of the ability to:

- develop a policy for uploading and removing website content that:
 - ensures that the policy reflects the strategic intent of the site, while maintaining site security and privacy standards
 - adheres to quality standards for the updating process and data
 - ensures that updates occur in a secure and convenient manner
 - develops updating and loading procedures for website content
 - reviews guidelines for uploading content to websites.

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:

- outline copyright and intellectual property issues
- summarise the information architecture
- identify and describe, internet protocols
- outline the procedures for disseminating and documenting technical specifications
- clarify the website's architecture and business process design, and how e-business sites may fit into corporate strategy.

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 servers
- an e-business website
- the file transfer protocol (FTP) software
- the organisational documentation, requirements and guidelines.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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