



Australian Government

ICTWEB434 Transfer content to websites

Release: 1

ICTWEB434 Transfer content to websites

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 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 of this skill is the upload of new and revised information on a website.

The unit applies to individuals who work as web developers and designers and 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. Select and configure file transfer protocol client	1.1 Identify content requiring transfer to website 1.2 Review and select file transfer protocol (FTP) client according to features and functions of content and technical environment 1.3 Enter client details, including user identity (ID), password and host name or ID, into profile fields to create a permanent profile 1.4 Choose settings including auto-detect, save profile and password, depending on organisational security and privacy policies and guidelines 1.5 Test and verify, configuration by connecting to

ELEMENT	PERFORMANCE CRITERIA
	web-hosting server
2. Plan and prepare for data transfer and establish server connection	2.1 Prepare data content and back it up on local device and server 2.2 Identify data as compressed, or uncompressed, with tools available on server 2.3 Confirm files are in required form and receiving directory structure is applicable 2.4 Log on to remote server using administrative, guest or anonymous accounts 2.5 Proceed through security layers according to organisational guidelines and cyber security protocols 2.6 Initiate file transfer protocol client program and locate destination directory
3. Transfer data to remote server	3.1 Select files to be transferred and choose mode, American Standard Code for Information Interchange (ASCII), or binary 3.2 Download files and run antivirus software and confirm files are secure according to cyber security protocols 3.3 Move, rename, copy and delete files on server as required and as permissions allow 3.4 Store and order files according to file extensions and task requirements 3.5 Translate, decompress and de-archive downloaded files 3.6 Confirm data transfer, content functionality and close connection

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	• Accesses and evaluates technical information, standards and data • Confirms alignment between work requirements, implementation protocols and specified outcomes
Writing	• Creates, updates and enters and verifies data and information using specific standards, software and technical language, according to work requirements, implementation protocols and specified outcomes
Self-management	• Takes personal responsibility for adherence to legislative requirements

SKILL	DESCRIPTION
	- and organisational policies and guidelines related to own work context - Plans, sequences and prioritises tasks and own workload and delivers outcomes on time
Technology	- Identifies and confirms purposes, specific functions and key features of common digital systems and tools - Completes a series of sequential tasks required in preparing and transferring data to a website

Unit Mapping Information

Supersedes and is equivalent to ICTWEB403 Transfer content to a website using commercial packages.

Links

Companion Volume Implementation Guide is found on VETNet -

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