



Australian Government

ICTWEB440 Use web authoring tools

Release: 1

ICTWEB440 Use web authoring tools

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 use a web-authoring tool to convert text and images and create website content for a client.

The unit applies to individuals employed as web developers who are responsible for developing websites for a client.

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. Prepare for task and use of authoring tool	1.1 Establish client website and business requirements 1.2 Discuss and confirm client scope with required personnel 1.3 Identify and select preferred web authoring tool according to client requirements 1.4 Set web-authoring tool preferences 1.5 Customise and navigate web authoring tool environment and workspace according to website and business requirements 1.6 Define and name site and root folder 1.7 Create site map and plan navigation

ELEMENT	PERFORMANCE CRITERIA
2. Create files and CSS	2.1 Create files with client data and save in required location and directory 2.2 Collate and format text and images according to website requirements 2.3 Create basic external cascading style sheets (CSS) according to organisational guidelines and procedures 2.4 Define styles for required tags according to business requirements 2.5 Link CSS to created files and display formatting according to organisational guidelines and procedures
3. Define library items	3.1 Identify and include recurring items in library 3.2 Format selected items according to CSS 3.3 Check tags of selected library items, according to task requirements 3.4 Update items contained in library according to business requirements
4. Develop boiler plates	4.1 Create boiler plate file and link with CSS 4.2 Format and name boiler plate according to website requirement 4.3 Place generic images in a page as required by business image 4.4 Save and modify boiler plates according to organisational procedures
5. Create simple forms and navigation	5.1 Create form and add elements 5.2 Set element properties 5.3 Insert additional fields as required 5.4 Identify availability and location of required script 5.5 Connect form to script 5.6 Test form and fix errors 5.7 Create links between pages and reflect content structure using text and images
6. Finalise task and seek feedback	6.1 Test links and website on multiple browsers and devices and fix as required 6.2 Confirm website is secure and follows cyber-security procedures and protocols 6.3 Seek feedback and obtain 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	Identifies and interprets information from technical and business documentation and completes work tasks according to business requirements and technical specifications
Writing	- Creates, formats, reviews, saves and accesses web based documents, templates, diagrams and images using specific software and technical language - Electronically enters data and information according to business requirements and adheres to technical requirements and specifications
Problem solving	Solves operational problems as they arise
Self-management	- Prioritises and monitors own work - Analyses business requirements and interprets technical aspects of implementation
Technology	Operates software applications, selects required authoring tools according to required specifications and writes and maintains hypertext markup language (HTML)

Unit Mapping Information

Supersedes and is equivalent to ICTWEB410 Apply web authoring tool to convert client data for websites.

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 ICTWEB440 Use web authoring tools

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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:

- develop a web page using web authoring tools according to website and business requirements.

In the course of the above, the candidate must:

- create and incorporate files with required formatted text and images
- confirm web pages are functional on at least browsers and at least two devices
- check cyber-security of web page.

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:

- client business domains required to use web authoring tools
- industry standard web authoring tools and preferences including site file transfer protocol (FTP) clients
- organisational guidelines and procedures applicable to using web authoring tools
- vendor standards and requirements for web authoring tools
- text and image formatting techniques
- web page customisation and navigation techniques
- standard web and CSS design principles and structures.

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 software packages and vendor instructions
- a website
- web authoring software and tools
- business expectations brief
- required hardware and its components
- multiple browsers and digital devices
- the internet.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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