



Australian Government

ICTWEB510 Analyse information and assign meta tags

Release: 1

ICTWEB510 Analyse information and assign meta tags

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 analyse material and assign meta tags to ensure the accurate and consistent retrieval of information by users.

It applies to individuals in a range of information and communications technology (ICT) areas that use various techniques and software to create, update and enhance meta tags according to industry guidelines and client specifications.

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. Identify the requirements for meta tags	1.1 Identify the scope and uses of material from the previous and current business, and the stakeholder requirements process 1.2 Determine the appropriate type and structure of meta tags, taking into account identified client needs, requirements and expectations 1.3 Identify and incorporate, new or contemporary client requirements, and expectations
2. Analyse the material	2.1 Use the analysis and the description tools, standards, precedents and techniques that are appropriate, given the nature of the material

ELEMENT	PERFORMANCE CRITERIA
	2.2 Ensure that the analysis of the subject content of the material reflects expected client usage requirements 2.3 Clearly distinguish significant information from minor information 2.4 Ensure that the concepts derived from the analysis of the material are appropriate to the business requirements, and the intended use
3. Create meta tags	3.1 Develop meta tags using appropriate software 3.2 Ensure that meta tags represent the concepts appropriately, depending on the overall purpose, and intended use, of the material 3.3 Ensure that the meta tags conform to general conventions and to the business rules 3.4 Develop the reference structure of descriptors, where required, to display relationships to assist clients 3.5 Enhance the meta tags to meet identified client needs
4. Test and monitor meta tagging practices and procedures	4.1 Test meta tagging of material and make changes, if necessary 4.2 Regularly review meta tagging practices and procedures, to ensure that client needs are being met 4.3 Regularly review industry developments in meta tagging and take the appropriate action to improve practices 4.4 Check meta tags regularly for internal consistency and compliance with the established structure, rules and authorities

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, 2.1-2.4, 3.2, 3.5, 4.2-4.4	Reads and interprets plans, specifications, computer program data, and other documentation from a variety of sources, and consolidates information to determine requirements
Writing	3.1, 3.4, 3.5, 4.1, 4.3	Prepares documentation expressing ideas, explores complex issues, and is constructed logically, succinctly and accurately

		Writes and edits, computer code and technical data, ensuring the correct syntax and accuracy
Navigate the world of work	3.3, 4.2, 4.3, 4.4	Takes full responsibility for following policies, procedures, industry standards and legislative requirements, and identifies the organisational implications of new regulations
Get the work done	1.1-1.3, 2.1-2.4, 3.2-3.4, 4.1, 4.2	- Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness - Monitors progress of plans and schedules, and reviews, and changes them to meet new demands and priorities - Applies systematic and analytical decision-making processes for complex and non-routine situations - Uses and investigates new digital technologies and applications, to manage and manipulate data, and to communicate effectively with others, in a secure and stable digital environment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWEB510 Analyse information and assign meta tags	ICAWEB510A Analyse information and assign meta-tags	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 ICTWEB510 Analyse information and assign meta tags

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Performance Evidence

Evidence of the ability to:

- analyse and identify the meta tag requirements
- use software to create and test meta tags
- update meta tags in line with the client needs and/or industry developments.

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:

- explain the business conventions and rules for applying meta tags
- summarise the client business domain
- outline data modelling
- explain database management system (DBMS) fundamentals
- summarise the decision support systems
- summarise document indexing and search engines
- outline the functions and features of databases
- summarise metadata standards, including Dublin Core and simple hypertext markup language (HTML) ontology extensions
- describe how reference structure of descriptors can assist clients.

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:

- business and client information and materials
- the metadata software
- the project-related documentation.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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