



Australian Government

ICTWEB524 Analyse information and assign meta tags

Release: 1

ICTWEB524 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 6.0.

Application

This unit describes the skills and knowledge required to analyse material and assign meta tags to confirm accuracy 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 meta tag requirements	1.1 Identify the scope and use of materials, and user requirements 1.2 Determine applicable type and structure of meta tags according to identified client needs, requirements and expectations 1.3 Identify and incorporate client requirements and expectations
2. Analyse material	2.1 Perform analysis on required materials according to organisational procedures 2.2 Confirm determined subject content of material reflects expected client usage requirements 2.3 Identify significant information from minor information

ELEMENT	PERFORMANCE CRITERIA
	2.4 Confirm concepts derived from material analysis are applicable to business requirements and intended use
3. Create meta tags	3.1 Develop meta tags using applicable software 3.2 Confirm meta tags represent concepts and align with overall purpose and intended use of the material 3.3 Confirm meta tags conform to general conventions and business requirements 3.4 Develop reference structure of descriptors and display relationships where required 3.5 Update meta tags according to identified client needs
4. Test and monitor meta tagging practices and procedures	4.1 Test meta tagging of material and make changes as required 4.2 Review meta tagging practices and procedures and confirm client needs are met 4.3 Review industry developments in meta tagging and improve practices as required 4.4 Check meta tags regularly and confirm internal consistency and compliance with established structure, rules and authorities

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	Reads and interprets plans, specifications, program data and other documentation from a variety of sources and consolidates information
Writing	Develops meta tags using applicable language and software according to client needs and industry developments
Planning and organising	- Accepts responsibility for planning and sequencing complex tasks and workload - Negotiates key aspects with others, including required capabilities, efficiencies and effectiveness - Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities
Problem solving	Applies systematic and analytical decision-making processes for complex situations

SKILL	DESCRIPTION
Self-management	• Takes responsibility for following policies, procedures, industry standards and legislative requirements, and identifies organisational implications of new regulations
Technology	• Uses and investigates new digital technologies and applications • Manages and manipulates data and communicates with others in a secure and stable digital environment

Unit Mapping Information

Supersedes and is equivalent to ICTWEB510 Analyse information and assign meta tags.

Links

Companion Volume Implementation Guide is found on VETNet -

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