

UAN:	R/502/4631
Level:	2
Credit value:	4
GLH:	30
Assessment type:	Portfolio of evidence or Assignment (from 7574 ITQ Users)
Relationship to NOS:	This unit is linked to the Level 2 IT User NOS devised by Tech Partnership.
Assessment requirements specified by a sector or regulatory body:	This unit will be assessed as specified in the e-Skills IT User Assessment Strategy 2009.
Aim:	<p>This is the ability to use a software application designed for planning, designing and building websites.</p> <p>On completion of this unit a candidate should be able to select and use a wide range of intermediate website software tools and techniques to produce multiple-page websites.</p> <p>Website software tools and techniques will be defined as 'intermediate' because:</p> <ul style="list-style-type: none"> the software tools and functions involved will at times be non-routine or unfamiliar; the choice and use of development techniques will need to take account of a number of factors or elements; and the user will take some responsibility for planning the website, creating or altering the template, inputting, manipulating, linking and uploading the content.

Learning outcome
The learner will:
1. Create structures and styles for websites.
Assessment criteria
The learner can:
1.1 describe what website content and layout will be needed for each page
1.2 plan and create web page templates to layout

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| 1.3 | select and use website features and structures to help the user navigate round web pages within the site |
| 1.4 | create, select and use styles to keep the appearance of web pages consistent and make them easy to understand |
| 1.5 | describe how copyright and other constraints may affect the website |
| 1.6 | describe what access issues may need to be taken into account |
| 1.7 | describe what file types to use for saving content |
| 1.8 | store and retrieve files effectively, in line with local guidelines and conventions where available. |

Assessment Guidance

Evidence may be supplied by:

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| <ul style="list-style-type: none"> • observation • witness testimony • professional discussion • questioning • product • reflective account |
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Learning outcome

The learner will:

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| 2. Use website software tools to prepare content for websites. |
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Assessment criteria

The learner can:

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| 2.1 | prepare content for web pages so that it is ready for editing and formatting |
| 2.2 | organise and combine information needed for web pages including across different software |
| 2.3 | select and use appropriate editing and formatting techniques to aid both clarity and navigation |
| 2.4 | select and use appropriate development techniques to link information across pages |
| 2.5 | change the file formats appropriately for content |
| 2.6 | check web pages meet needs, using IT tools and making corrections as necessary. |

Assessment Guidance

Evidence may be supplied by:

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| <ul style="list-style-type: none"> • observation • witness testimony • professional discussion • questioning • product • reflective account |
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Learning outcome
The learner will: 3. Be able to publish websites.
Assessment criteria
The learner can: 3.1 select and use appropriate testing methods to check that all elements of websites are working as planned 3.2 identify any quality problems with websites and how to respond to them 3.3 select and use an appropriate programme to upload and publish the website 3.4 respond appropriately to problems with multiple page websites.

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| The learner can:
3.1 select and use appropriate testing methods to check that all elements of websites are working as planned
3.2 identify any quality problems with websites and how to respond to them
3.3 select and use an appropriate programme to upload and publish the website
3.4 respond appropriately to problems with multiple page websites. |
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Assessment Guidance
Evidence may be supplied by: <ul style="list-style-type: none">• observation• witness testimony• professional discussion• questioning• product• reflective account.

Unit 245 Website software

Supporting information

The following guidance is not a prescriptive list of activities; they are suggested areas that a learner could show competence in to achieve this unit. Centres may use some or all these activities or some of their own devising to teach and help learners complete this unit successfully.

Outcome 1 Create structures and styles for websites

The learner should be able to and understand:

Content and layout:

- Web page content and layout will vary according to the template, but may include:
 - text (eg body text, headings, captions)
 - images (eg still photographs, diagrams)
 - numbers (eg tables, charts or graphs)
 - background (eg colours, gradients, patterns, textures)
 - structure (eg frames, side bars)
 - moving images (eg constraints of use, animation, video clips).
- Effect of copyright law (eg on music downloads or use of other people's images).
- Acknowledgment of sources, avoiding plagiarism.
- Permissions.

Website features:

- Web page features will vary, but may include:
 - navigation (eg action buttons, links, hot spots, menus, hyperlinks, pop-ups)
 - multimedia (eg sound linked to actions, video clips, sound track)
 - sound (eg clips linked to navigation, background music, video sound track).

Web page templates:

- Design layout will vary but may include:
 - text (eg body text, headings, captions)
 - images (eg still photographs, diagrams)
 - numbers (eg tables, charts or graphs),
 - background (eg colours, gradients, patterns, textures)
 - structure (eg frames, side bars)
 - moving images (eg animation, video clips)
 - sound (eg clips linked to navigation, background music, video sound track).

Web page styles:

- Styles will vary according to the different elements of the website design, but may include:
 - typeface (eg font, colour, size and alignment of headings, captions or body text)
 - lines (eg type, thickness and colour of borders, tables, diagrams).

Access issues:

- The difficulties different users may have in accessing websites, accessibility guidelines, affect of download speeds (eg from different browser software, connection type, size of web page contents).

File types:

- Text (eg rtf, doc, pdf).
- Images (eg jpeg, tiff, psd).
- Charts and graphs (eg xls).
- Sound (eg wav, MP3).

Store and retrieve:

- Files (eg create, name, open, save, save as, print, close, find, share), file size.
- Version control.
- Import data, export data.
- Folders (eg create, name).

Outcome 2 Use website software tools to prepare content for websites

The learner should be able to and understand:

Combine information:

- Combine images with text (eg photo captions).
- Presentation with audio and/or video; numbers with charts and graphs.
- Text alignment, captions, text wrap.
- Behind, in front, grouping.

Editing techniques:

- Editing techniques will vary in line with the type of information, for example:
 - select, copy, cut, paste, undo, redo, drag and drop, find, replace, size, crop, position, change templates.

Development techniques:

- Creating links to bookmark text within a page, linking web pages together, adding a link to another website, altering simple code using programming language.

File formats:

- Change format of documents to RTF or HTML.

Check web pages:

- Will vary depending on the content but may include, for example:
- Text: spell check; grammar check, type face and size, hyphenation.
- Layout: page layout, margins, line and page breaks, tables, frames, sections.
- Images: size, alignment and orientation, suitability of file format, appropriate choice of colour mode and use of filters, fitness for purpose of image resolution.

Outcome 3 Publish websites

The learner should be able to and understand:

Testing methods:

- Methods will vary but may include:
 - viewing web pages using browser software, testing navigation round pages within multiple page website, testing external links.

Problems with websites:

- Problems may vary, but could include:
 - content that is not appropriate for the template or missing
 - text that is not readable or missing
 - images that are oriented or sized wrongly
 - navigation that does not work as planned
 - multimedia features (eg sound levels, image resolution, synchronisation of sound and images).

Upload and publish website:

- Upload content to a template.
- Use file exchange programme to upload and publish (eg FTP or HTTP).