**Purpose**

The Student Unit Guide provides information on how the training and assessment for this unit will be conducted and the assessment evidence required to demonstrate competency against this unit.

1. **Unit Details**

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| **Unit Code and Title** |
| ICTWEB304 – Build simple web pages |
| **Application of the Unit or Descriptor** |
| This unit describes the skills and knowledge required to use an integrated development environment (IDE) to create, modify and test, simple web pages and web content, according to client requirements.  The unit applies to those who are responsible for creating and maintaining simple websites.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| **Elements** |
| | **ELEMENT** | **PERFORMANCE CRITERIA** | | --- | --- | | *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* | | 1. Identify authoring and task requirements | 1.1 Select preferred integrated development environment (IDE) according to client requirements  1.2 Set preferences for IDE, including site file transfer protocol client | | 2. Organise required files | 2.1 Create, maintain and save files in required location or directory  2.2 Access and use a range of features in IDE  2.3 Confirm use of IDE with required personnel  2.4 Maintain directory structure for site  2.5 Upload files to required folder using file transfer protocol (FTP) | | 3. Add content and simple navigation to web pages | 3.1 Insert and format text content according to client requirements  3.2 Insert images, data tables and simple forms  3.3 Access markup language and make basic modifications to code  3.4 Create sitemap and plan navigation  3.5 Seek feedback on work performed from required personnel and amend accordingly  3.6 Create links between pages using text and images | | 4. Test and finalise web pages | 4.1 Test elements of website content across multiple browsers and browser versions  4.2 Confirm web page meets client and web content accessibility guidelines  4.3 Evaluate test results and confirm website meets client requirements | |
| **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:   * create a website with at least three different web pages according to client requirements using applicable features of a selected integrated development environment.   In the course of the above, the candidate must:   * create and maintain files and upload them to required locations and servers * test consistency and security of created web content. |
| **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:   * legislative requirements applicable to developing simple web content * web content accessibility guidelines including The World Wide Web Consortium (W3C) * web navigation functions required in supporting web content functionality, including links between pages features of web authoring tools used for web page design * website publishing and markup languages * file transfer protocol (FTP) function * common browsers used for accessing the web * basic coding techniques * site map creation methods * website testing methodologies * organisational procedures applicable to creating web pages. |

1. **Student Information**

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| **Student Support** | The University supplies support for students in many areas, including: Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.  More information is available at:  [Student Support](http://www.cdu.edu.au/study/student-life/student-support) (www.cdu.edu.au/study/student-life/student-support) |
| **Recognition of Prior Learning (RPL)** | If you believe you already have the knowledge and skills to be able to demonstrate competence in this unit speak with your VET Lecturer as you may be able to apply for [Recognition of Prior Learning (RPL)](https://www.cdu.edu.au/cdu-vet/rpl) (www.cdu.edu.au/cdu-vet/rpl) |
| **Reasonable Adjustments** | In the event that you have difficulty understanding or completing the training or assessment due to a disability, language barrier or other difficulties, notify your lecturer as soon as possible. You will be able to discuss with your VET lecturer ways to make reasonable adjustments to the training and assessment process. For example, it may be possible to complete a written assessment verbally, use assistive technologies or have the environment and resources adapted. |
| **Academic Appeals and Complaints Resolution** | If you require an extension of time, special consideration, or appeal against a final result in a unit, you should speak directly to your VET Lecturer. If you are unable to satisfactorily resolve your concern you should refer to the CDU Students – Academic Grievance Procedures or contact the Complaints Officer to seek guidance.  More information is available at:  [Complaints Management Unit](http://www.cdu.edu.au/strategicservices-governance/complaints) (www.cdu.edu.au/strategicservices-governance/complaints) |

1. **Unit Delivery Plan**

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| **Session** | **Date and time** | **Learning topic/activity** | **Resources** | **Assessment** |
| 1 |  | Introduction, Brambling accounts, cPanel & IDE | PC, MS Office, Internet, IDE (Integrated development environment) |  |
| 2 |  | Markup syntax, block level elements, inline elements & validation | PC, MS Office, Internet, IDE (Integrated development environment) |  |
| 3 |  | Web colours & HTML Tables, basic CSS | PC, MS Office, Internet, IDE (Integrated development environment) |  |
| 4 |  | HTML Structural elements, CSS | PC, MS Office, Internet, IDE (Integrated development environment) |  |
| 5 |  | Web forms, CSS | PC, MS Office, Internet, IDE (Integrated development environment) |  |
| 6 |  | Web fonts, CSS | PC, MS Office, Internet, IDE (Integrated development environment) |  |
| 7 |  | If required (Catch-up) |  | Assessment 1 & 2 due |

The VET lecturer will provide a timetable which contains specific dates, times and locations of the delivery for this unit as well as information about how changes to the timetable will be communicated

1. **Unit Assessment Summary**

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| **Assessment task number** | **Assessment Method and Description** | **No. of Attempts** | **Due Date** |
| 1 | Questioning - written  Choose Assessment Method | 3 | Click here to enter a date |
| 2 | Structured activities - Project/s  Choose Assessment Method | 3 | Click here to enter a date |

1. **Feedback**

The VET lecturer will provide written feedback at the end of each assessment task. There is no requirement for the student to sign this feedback statement.

When you have finished the unit and all the assessment tasks, you need to sign that you have received feedback from the VET lecturer on the “Assessment Summary” or respond via email as directed by the VET lecturer.

1. **Resulting Assessment**

After the assessment task has been completed and a judgement has been made the VET Lecturer records the result and provides written feedback in the appropriate space on the assessment task document.

The result for each assessment task can be:

* Satisfactory
* Unsatisfactory

The final result for the unit can be:

* CA – Competency Achieved
* NYC – Not Yet Competent
* IP – Insufficient Participation

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|  | |  | | --- | | **AT1 Questioning** | | **ICTWEB304 – Build simple web pages** | | |
| **Assessment Details** | | | |
| Task Description | | This assessment task requires that a series of written questions be answered. The questions have been formulated to gather evidence of knowledge directly related to the unit of competency whilst applying workplace policy, procedure and process.  You are to include the questions and your answers in your project webpage under a navigation tab called ‘Q&A’.  The questions and your answers MUST be marked up using relevant accessible mark-up. | |
| Assessment Method | | Questioning - written  Choose Assessment Method | |
| Assessment Instrument | | ICTWEB304 AT1 Short Answer Questions | |
| Context of Assessment | | Simulated workplace  Active workplace  Training Room  Own Environment | |
| Location of the Assessment | |  | |
| Evidence to be submitted | | The completion and submission of the identified Questionnaire assessment instrument and any other identified information or documents outlined by the questions in mark-up format contained in your website project with a navigation link of ‘Q&A’. | |
| Student to provide the following equipment to complete the task, in addition to that supplied by CDU | | | |
| No additional equipment required. | | | |
| Students are required to refer to and reference the following Reference Documents, Workplace Policy & Procedures, Legislation, Codes of Practice and Regulatory Requirements when completing the assigned assessment task. | | | |
| * None | | | |
| Students are required to refer to and use the following Workplace Documents when completing the assigned assessment task | | | |
| * W3C Validator * <https://www.w3.org/WAI/standards-guidelines/wcag/> | | | |

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| **Benchmark Guide** |
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| **Q1** | Describe the difference between an XML Sitemap and a HTML Sitemap. List the benefits and disadvantages of using each. | |
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| **Q2** | Evaluate three IDE’s (Integrated development environments) and provide a brief summary on the positive and negative aspects of each. Also, in your own words include how it would suit an entry level trainee code developer. | |
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| **Q3** | Provide a brief history on web browser development and the issues encountered by web developers, specifically, the adherence to web standards. | |
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| **Q4** | What are website testing methodologies? Your answer MUST cover browser compatibility, and website functionality. | |
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| **Q5** | What are the endorsed requirements of accessibility for all NT Government webpages? | |
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| **Q6** | How do you think it’s best to organise all the assets used for a specific webpage? Think locally on your computer AND within the root folder of the website. | |
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| **Q7** | The answers to the client questions will be listed here.  The client will use Dreamweaver or Atom to manually update the web pages after the site has been completed.  The client will confirm the initial design of the site and will give feedback as to what, if anything needs to be worked on. | |
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**Manage your assessment submission**

In the table below, you can record when you send your assessment, when you receive feedback, outcome decisions and if you have to re-submit.

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| Date Sent | Date Feedback | Satisfactory | Required re-submit | Comments |
|  |  | Yes  No | Yes  No |  |
|  |  | Yes  No | Yes  No |  |
|  |  | Yes  No | Yes  No |  |

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|  | |  | | --- | | **AT2 Project** | | **ICTWEB304 – Build simple web pages** | |

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| **Assessment Details** | |
| Task Title | Create a multi-page static website |
| Task Description | Develop a recipe website with a minimum three (3) pages.  The website is based on a real life client requirement of having a collection of recipes available to view online and download.  As this is a static site, viewers will be able to submit recipes via a submission form.  The website must have a contemporary look and easy to use (assessable) navigation.  You are to review existing recipe websites to gather an idea of acceptable display practices / industry best practice.  Your lecturer is the client. You MUST email the client to confirm the below information. Your lecturer will reply with their answers and you are to supply your answers in Assessment 1 (Questions) of this course.   * Confirm how the client would like to update the page after delivery (what coding environment they may wish to use). * Confirm your initial design as to whether the site meets the design expectations of the client.   To start off, the client has given you the recipe and some images to create the very first recipe, “Rhonda’s Spicy Mango Chutney”.  You are to create a website which has a homepage (index.htm) which has links to the other pages in the website.  This project must have a minimum of three pages, listed below, but the addition of more pages coving information like measurement conversion tables would be ideal.  All three pages must include accessibility syntax and must all validate via the w3c Validator.  You must write these pages in HTML5 using correct structural mark-up.  All pages must have a footer which include relevant footer information or links to such information. As a minimum, your student number, and name. A copyright disclaimer link. (Feel free to write a copyright disclaimer, but keep in mind, we actually WANT people to copy these recipes).  You are to create a sitemap in either XML, or in HTML and either include this file in your submission (if XML) or you can include it as a page within your website/  You are to upload this webpage into a folder called “Recipe-Website/”.  You are to also include a page with the correctly marked-up questions and answers to the Assessment 1 with a navigation link ‘Q&A’.  and submit the URL to the work, and the mark-up and css files with your submission to [ict.submit@cdu.edu..au](mailto:ict.submit@cdu.edu..au) with a cover page and the subject line:  Subj: student number, Unit code, Assessment name, Lecturer name  For example:  **Subj:** s123123, ICTWEB304, Project Assessment, David Auld  **Index.htm (home page)**  This page MUST link to the Rhonda’s Spicy Mango Chutney page, also the Submit a recipe page and any other page you may wish to include, for example the measurement converter page.  This page must include a brief introduction to your website and also display a ‘featured recipe’ header and graphic which should link to the specific featured recipe. This will link to the ‘Rhonda’s Spicy Mango Chutney’ recipe or any others you may have included.  **Rhondas-spicy-mango-chutney.htm**  This page must adequately instruct the reader how to make the recipe.  This page must be set out in an expected format like other recipe websites.  Must include sections on the Ingredients, Method and Notes.  Must include example images as required, but a minimum of three.  The client has supplied many high quality images, some of the same thing but a different angle. It is expected that you format / modify these images as needed for web usage. You are free to use these images and the content as you see fit but the page must still inform the reader how to cook the recipe.  This page MUST include a ‘Print this recipe’ option and must create a print version of the recipe to fit on no more than two pages.  **Submit-a-recipe.htm**  This page must have a webform which allows the user to submit a recipe. Attention to the type of information possibly required is essential.  How you collect this recipe is what is being assessed. What form types and elements you use to adequately allow a user to submit a recipe is the goal.  Think about how the user will add the ingredients. What unit of measure for each?  How will you collect the method?  How will you collect the notes?  The form must submit to <https://david.brambling.cdu.edu.au/formReply.php>  This page will repeat back all the elements submitted via the form. You must check that all the data is being submitted as expected.  **Q&A page**  This will contain all the questions and yours answers to your Assessment 1 questions.  **Other-pages-as-required.htm**  Add any additional pages as required. |
| Assessment Method | Evidence compiled by learner - collection of work samples  Choose Assessment Method |
| Assessment Instrument | ICTWEB304 AT2 **Create a multi-page static website** |
| Context of Assessment | Simulated workplace  Active workplace  Training Room  Own Environment |
| If simulated, describe how the simulated workplace will be achieved |  |
| Location of the Assessment | Casuarina |
| Evidence to be submitted | Create a website which will include;   * 4 mark-up pages (minimum)   + Index.htm   + Rhondas-spicy-mango-churney.htm   + Submit-a-recipe.htm   + Q&A * CSS files as required (at least one) * Sitemap – either XML file or as a page in the website * Coversheet * Link to the URL in a folder called: Recipe-Website/ |
| Student to provide the following equipment to complete the task, in addition to that supplied by CDU | |
| Brambling account & server space for FTP upload | |
| Students are required to refer to and reference the following Reference Documents, Workplace Policy & Procedures, Legislation, Codes of Practice and Regulatory Requirements when completing the assigned assessment task. | |
| * Industry websites specialising in recipes. * <https://validator.w3.org> | |
| Students are required to refer to and use the following Workplace Documents when completing the assigned assessment task | |
| * recipeWorkingFiles.zip | |

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| **Additional VET Lecturer Instructions or other relevant information** |
| Interpretation to requirements; **Contemporary look**: Many people think modern and contemporary design are the same. But there’s a world of difference. They may be synonyms when describing many things, but in design, modern vs. contemporary are quite different. **Modern design refers to an era that has passed, while contemporary design is all about the now and the future.** |
| Facilities, equipment, tools and consumable requirements for this task |
| * Internet Access; * Access to at least one device IDE; * Access to software that can open Microsoft Office and PDF files; |

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| **Benchmark Guide (answer guide)** |
| The benchmark of this assessment is aimed at the entry level coder. Not too much emphasis is aimed at how professional the website looks, more, we are interested in how the document has been coded in HTML5 and the use of semantic mark-up. |

**Manage your assessment submission**

In the table below, you can record when you send your assessment, when you receive feedback, outcome decisions and if you have to re-submit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Sent | Date Feedback | Satisfactory | Required re-submit | Comments |
|  |  | Yes  No | Yes  No |  |
|  |  | Yes  No | Yes  No |  |
|  |  | Yes  No | Yes  No |  |

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|  | |  | | --- | | **Student Feedback** | | **ICTWEB304 – Build simple web pages** | |

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| **Student Name** |  |

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| **Feedback and overall assessment outcome of the task** | |
| **Assessment Task 1** | Satisfactory  Unsatisfactory |
| Feedback: | |
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| **Assessment Task 2** | Satisfactory  Unsatisfactory |
| Feedback: | |
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| **Assessment Task 3** | Satisfactory  Unsatisfactory |
| Feedback: | |
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| **VET Lecturer Name** |  | | |
| **VET Lecturer Signature** |  | **Date** |  |

**Assessment Agreement**

This page is removed from the Student Unit Guide once the student has signed and the Assessor has reviewed any required reasonable adjustment. This document is held on the student file.

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| **This Declaration directly relates to the ICTWEB304 – Build simple web pages unit** | | | |
| **Student Declaration** | | | |
| * I have read and understood the outlined assessments which I need to complete and when they need to be submitted * I understand that if I feel I am not ready to be assessed and need additional time I can request this from my Lecturer. * My individual needs have been discussed with my Lecturer and they have adjusted my assessments if required * I declare that all work submitted towards assessment will be my own. * I understand that a copy of my work may be kept for validation (review) purposes * I understand that my assessor may authenticate the work I have submitted * I understand that should I wish to retain a copy of my assessment evidence that I must make a copy of the work prior to submitting to my Lecturer.   **Disclaimer**  Charles Darwin University is collecting the information on this form for assessment/assignment purposes. Only authorised departmental officers have access to this information. If required for audit purposes, your details may be forwarded to officers from the relevant Industry Training Advisory Board or other technical experts/advisors. If you are an apprentice/trainee, your personal information, attendance details, progress and results will be disclosed to your employer. If you are under the age of 18 years your personal information, attendance details and results may be disclosed to your parent/guardian. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law. | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

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| **Language, Literacy and numeracy support** | |
| Based on the LLN Assessment does the Student require any specific LLN support  Yes  No  If, yes has been ticked ensure the LLN support strategies are recorded and filed with the student’s documents and that the identified support strategies are applied to both the learning and assessment. | |
| **Name and Signature of VET Lecturer processing this Assessment Agreement** | **Date** |
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| **Reasonable Adjustment** | |
| Based on discussions does the Student require any Reasonable Adjustment  Yes  No  If, yes, then the assessor must:   * review the unit requirements and determine that any adjustments will not compromise the outcome * determine the adjustments to be made in consultation with the student and a specialist if necessary * document the adjustments made in the appropriate section on the Assessment Task * ensures the student’s privacy and confidentiality is protected in relation to any personal information such as a medical condition | |
| **Student’s Identified Need** | |
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| **Reasonable adjustment strategies applied to the assessment** | |
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| **Name and Signature of VET Lecturer processing this Assessment Agreement** | **Date** |
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