Unit 124: Website Software Level 1

Level: 1

Credit value: 3

Guided learning hours: 20

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1. Plan and create web pages	The learner can: 1.1 Identify what content and layout will be needed in the web page 1.2 Identify the purpose of the webpage and intended audience 1.3 Select and use a website design template to create a single web page 1.4 Enter or insert content for web pages so that it is ready for editing and formatting 1.5 Organise and combine information needed for web pages 1.6 Identify copyright and other constraints on using others' information 1.7 Identify what file types to use for saving content 1.8 Store and retrieve web files effectively, in line with local guidelines and conventions where available	**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) **Web site templates:** Design lay out 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) **Combine information:** Combine images with text (eg photo captions); presentation with audio and/or video; numbers with charts and graphs **Copyright constraints:** Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism **File types:** Text (eg rtf, doc, pdf), images (eg jpeg, tiff, psd), charts and graphs (eg xls), sound (eg wav, MP3) **Store and retrieve:** Save, save as, find, open, close

2. Use website software tools to structure and format web pages	2.1 Identify what editing and formatting to use to aid both clarity and navigation 2.2 Select and use website features to help the user navigate simple websites 2.3 Use appropriate editing and formatting techniques 2.4 Check web pages meet needs, using IT tools and making corrections as necessary	Website features: Web page features will vary, but may include: navigation (eg action buttons, links, hot spots) 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 Check web pages: Spell check, grammar check, word count; image size, alignment and orientation; suitability of file format
3. Publish web pages to the Internet or an intranet	3.1 Upload content to a website 3.2 Respond appropriately to common problems when testing a web page	Upload and publish website: Upload content to a template 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

Unit purpose and aim

This is the ability to use a software application designed for planning, designing and building websites.
This unit is about the skills and knowledge required by an IT user to use basic website software tools and techniques appropriately to produce straightforward or routine single web pages from pre-set templates. Any aspect that is unfamiliar will require support and advice from others.
Website software tools and techniques will be described as 'basic' because:

- the software tools and functions involved will be predefined or commonly used;

- the range of inputting, manipulation and outputting techniques are straightforward or routine; and

- the template used for the content will be predetermined or familiar.

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;

- the information input and output type and structure involved; and

- the IT tools, techniques or functions to be used.

See Recommended Assessment Methods in the ITQ Centre Handbook.

Evidence requirements

Where candidates are not using CLAiT Unit 1 to produce evidence, an evidence checklist must be completed without gaps.

Guidance on assessment and evidence requirements

Please refer to the centre handbook for ITQ 2009.