

## Instructions to Student

### General Instructions:

You are an employee of Uptown IT and you work in the Commercial Creative Department. Your role is to design and develop websites. Your manager has assigned you to a new project and you have received documentation regarding the project requirements and have attended two client meetings.

Your teacher/assessor will take on the role of a manager for Uptown IT Commercial Creative Department.

Read and familiarise yourself with the Project Scenario or Case Study before proceeding with project tasks. Confirm anything you are not sure about the project with your teacher. It is essential that you have a clear understanding of the scenario and tasks that you need to complete.

This assessment instrument requires the student to complete a project that is divided into four (4) parts:

#### PART 1. Five (5) Page Website Project requirements

- Task 1. Identifying the HTML requirements
- Task 2. Creating the site structure and HTML layout
- Task 3. Page layout design considerations
- Task 4. Create HTML page layout sections

#### PART 2. Creating the external CSS file to format the site layout and appearance

#### PART 3. Test, debug and validate HTML and CSS against the W3C, WCAG and Autoprefixer

### Storage Devices:

- Students are required to provide their own storage device. The recommendation for this qualification is an external SSD drive with at least 500 GB capacity, if you need to store a copy of the Virtual Machine (VM). For assessment files only, a 64 GB thumb drive will be sufficient.

### Online Delivery:

- Student to supply their own PC or laptop with the following:
  - Multiple browsers

- Visual Studio Code, Adobe Dreamweaver or similar
- Word processing software, such as Microsoft Word
- Spreadsheet software such as Microsoft Excel
- Students will require internet access
- Student will require access to different devices to test website (can be simulated devices)

**Documentation:**

- Uptown IT Scenario or Case Study
- Style Guide

**Assessment Criteria:**

To achieve a satisfactory result, your assessor will be looking for your ability to demonstrate the following key skills/tasks/knowledge to an acceptable industry standard. Demonstrated ability to:

- Identify legislative and organisational standards and procedures in relation to webpage development
- Design a web page as per client specifications including a web form.
- Create HTML and CSS layout structure
- Use external CSS file
- Use complex CSS to format page layout
- Flexible layout using Flexbox and/or Grid layout
- Positioning page elements using complex CSS to suit site layout
- Test design and functionality of a web page against W3C
- Test and debug a web page
- Test is at least two (2) browsers and two (2) devices
- Vendor prefixes tested using Autoprefixer or similar tool
- Web accessibility in compliance with WCAG 2.1 AA
- Obtained client sign off

Refer to the marking criteria for specific details:

- **ICTWEB519\_520\_AT3\_MC\_TQM\_V1**

**Details of location:**

Skills and knowledge in this competency unit must be demonstrated in a workplace or simulated environment where the conditions are typical of

	<p>those in a working environment in this industry.</p> <p>Research and project activities may be conducted in the classroom or at home.</p> <p>If you are unable to attend a scheduled assessment activity, you must notify your teacher before the assessment is due and supply a doctor's certificate and approval from the team manager for an extension.</p> <p><b>Time restrictions:</b> This assignment is designed to take place over 5 weeks or approximately 20 hours. The student is expected to attend classes as per timetable details and should be able to commit up to 3 hours per week of their own time to study or study related activities.</p> <p><b>Interactions:</b> Teamwork skills are essential in the IT industry therefore you should work in teams to consult and collaborate on practical activities. However, each student must complete the assessment tasks individually (unless indicated).</p> <p><b>Level of assistance permitted:</b> Staff cannot directly show students answers or solutions but support and guide them to complete tasks individually. Teachers and tutors should be available in class, and accessible by email for students working from home.</p> <p><b>Contingencies:</b> A reasonable adjustment is available to students for a variety of reasons, including disability, language, literacy, and numeracy (LLN) problems or extenuating circumstances.</p> <p><b>Number of Attempts:</b> You will receive up to two (2) attempts at this assessment task. Should your 1<sup>st</sup> attempt be unsatisfactory (U), your teacher will provide feedback and discuss the relevant sections / questions with you and will arrange a due date for the submission of your 2<sup>nd</sup> attempt. If your 2<sup>nd</sup> submission is unsatisfactory (U), or you fail to submit a 2<sup>nd</sup> attempt, you will receive an overall unsatisfactory result for this assessment task. Only one re-assessment attempt may be granted for each assessment task.</p> <p><b><i>For more information, refer to the Student Rules.</i></b></p> <p><b>Work, Health and Safety:</b> The work environment should be assessed for safety prior to class. Special consideration should be taken regarding potential ICT related hazards such as tripping hazards, electromagnetic radiation, ergonomics, and posture. TAFE Queensland health and safety policies and procedures should be followed at all times.</p>
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<b>Submission details</b>	<p><b>Evidence Required to be Submitted:</b></p> <p>Insert your details on page 1 and sign the Student Declaration. Include this template with your submission.</p> <p><b>Deliverables:</b></p> <p>For this assessment item you need to complete the written sections in this document, then rename it to:</p> <ul style="list-style-type: none"> <li>• <b>AT3_Written_Surname_Student Number</b></li> </ul> <p>For this assessment item you also need to complete the testing spreadsheet, then rename it to:</p> <ul style="list-style-type: none"> <li>• <b>AT3_Functionality_Surname_Student Number</b></li> </ul> <p>Complete the website project and rename the site folder as:</p> <ul style="list-style-type: none"> <li>• <b>AT3_Website_Surname_Student Number</b></li> </ul> <p>Create a folder:</p> <ul style="list-style-type: none"> <li>• <b>ICTWEB519_520_AT3_Project_Surname_Student Number</b></li> </ul> <p>Insert the three files you renamed above <b>and your meeting recording</b>, into this folder, compress it (e.g. with WinZip) and upload it via Connect.</p> <p><b>Submission via Connect:</b></p> <p>Upload a single file into Assessment 3 (AT3) Assignment Folder in Connect</p> <p>Multiple files can be compressed into a single file</p> <p>Name the file:</p> <p style="text-align: center;"><b><i>ICTWEB519_520_AT3_Project_Surname_Student Number</i></b></p> <p>Resubmissions should append an R to the filename:</p> <p style="text-align: center;"><b><i>ICTWEB519_520_AT3_Project_Surname_Student Number_R</i></b></p> <p>TAFE Queensland Learning Management System:</p> <p><b>Accessing Connect:</b></p> <p>Connect URL: <a href="https://connect.tafeqld.edu.au/d2l/login">https://connect.tafeqld.edu.au/d2l/login</a></p> <p>Username: 9 digit student number</p> <p>Password: &lt;your password&gt;</p> <p>For password reset go to: <a href="https://passwordreset.tafeqld.edu.au/default.aspx">https://passwordreset.tafeqld.edu.au/default.aspx</a></p>
<b>Instructions for the Assessor</b>	<p><b>Specifications of assessment:</b></p> <p>To be judged competent in this assessment item the student is required to demonstrate competence in all indicators shown in the marking guide.</p>

	<p>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 web development field of work and include access to:</p> <ul style="list-style-type: none"> <li>– web development environment</li> <li>– project requirements</li> </ul> <p>Ensure that students read and familiarise themselves with the Project Scenario and the Client provided relevant files and/or resources before attempting the assessment.</p> <p><b>Storage Devices:</b></p> <ul style="list-style-type: none"> <li>– Students are required to provide their own storage device. The recommendation for this qualification is an external SSD drive with at least 500 GB capacity, if you need to store a copy of the Virtual Machine (VM). For assessment files only, a 64 GB thumb drive will be sufficient.</li> </ul> <p><b>Online Delivery:</b></p> <ul style="list-style-type: none"> <li>– Student to supply their own PC or laptop with the following: <ul style="list-style-type: none"> <li>– Multiple browsers</li> <li>– Visual Studio Code, Adobe Dreamweaver or similar</li> <li>– Word processing software, such as Microsoft Word</li> <li>– Spreadsheet software such as Microsoft Excel</li> </ul> </li> <li>– Students will require internet access</li> <li>– Student will require access to different devices to test website (can be simulated devices)</li> </ul> <p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>– Uptown IT Scenario or Case Study</li> <li>– Style Guide</li> </ul> <p><b>Level of Assistance Permitted:</b></p> <p>Teachers and tutors should be available in class, and accessible by email for students working from home. Staff cannot directly show students answers but guide them to where to go to complete tasks individually. Students with disability will receive reasonable adjustments.</p> <p><b>Interactions:</b></p> <p>Teamwork skills are essential in the IT industry therefore you should work in teams to consult and collaborate on practical activities. However, each student must complete the assessment tasks individually (unless indicated).</p> <p><b>Contingencies:</b></p>
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<b>Note to Student</b>	An overview of all Assessment Tasks relevant to this unit is located in the Unit Study Guide.