# Project assessment

## Criteria

### Unit code and name

ICTWEB441 | Produce basic client-side script

### Qualification/Course code and name

ICT40120 | Certificate IV in Information Technology

## Student details

### Student number

**881481122**

### Student name

**SHUMAILA ANJUM**

## Assessment declaration

*Note: If you are an online student, you will be required to complete this declaration on the TAFE NSW online learning platform when you upload your assessment.*

This assessment is my original work and has not been:

* Plagiarised or copied from any source without providing due acknowledgement.
* Written for me by any other person except where such collaboration has been authorised by the Teacher/Assessor concerned.

### Student signature and date

**Shumaila Anjum**

Version: *20230912*

Date created: *22 Feburary 2022*

Date modified: *23/09/2024*

For queries, please contact:

Technology and Business Services SkillsPoint

Parramatta

© 2022 TAFE NSW  
RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

The contents in this document is copyright © TAFE NSW 2022 and should not be reproduced without the permission of TAFE NSW. Information contained in this document is correct at the time of printing: 23 September 2024. For current information please refer to our website or your Teacher/Assessor as appropriate.

## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The aim of this assessment is to assess your knowledge and skills required for producing basic client-side scripts. |
| **Assessment event number** | 2 of 2 |
| **Instructions for this assessment** | This is a project-based assessment that assesses the student on their knowledge and performance of the unit.  This assessment is in three parts:   * Information gathering * Designing and developing * Testing and security   And is supported by:   * Assessment checklist * Assessment feedback (not included here) * GE Client Details * GE Style Guide   **Note**: This assessment may contain links to external resources. If a link does not work, copy and paste the URL directly into your browser. |
| **Submission instructions** | On completion of this assessment, you are required to submit it to your Teacher/Assessor for marking. Where possible, submission and upload of all required assessment files should be via the TAFE NSW online learning platform.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment you must answer all the questions correctly.  If a resit is required to achieve a satisfactory result it will be conducted at an agreed time after a suitable revision period. |
| **What do I need to provide?** | * TAFE NSW student account username and password. If you do not know your username and password, contact your campus or service centre on 131601. * Computer or other devices with word processing software and internet access * Writing materials, if required |
| **What the Teacher/Assessor will provide** | Access to this assessment and learning resources, including the student workbook and any supporting documents or links.  Computers, datasheets, reference text, organisational policy and other relevant materials that are referenced in the assessment. These may be hard copies or made available online. |
| **Due date**  **Time allowed**  **Location** | Refer to UAG for details  Three hours (indicative only)  Assessment is to be completed out of class. |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy *Manage Assessment Appeals,* all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher/Assessor or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher/Assessor for the assessment appeals procedures at your college/campus. |

## Specific task instructions

The instructions and the criteria in the following tasks and activities will be used by the Teacher/Assessor to determine if the student has satisfactorily completed this assessment event. Use these instructions as a guide to ensure the student demonstrates the required knowledge and skills.

If this assessment requires you to record information, your Teacher/Assessor will provide you with an appropriate document/template.

Your Teacher/Assessor will advise a time and location for each event. Alternatively, you may have the option to record your participation and submit it as video evidence.

If you are submitting video evidence, you must:

* Provide a video for each participation, clearly meeting all requirements.
* Ensure you have access to the equipment and resources required to participate in each demonstration.
* Follow the [Video recording instructions (pdf)](https://share.tafensw.edu.au/share/items/744af7d4-a241-45e2-adb0-0e13f2fe4950/0/?attachment.uuid=01c3c87a-4599-48c2-91f0-68a00b5bbb4c). (Long URL: https://share.tafensw.edu.au/share/items/744af7d4-a241-45e2-adb0-0e13f2fe4950/0/?attachment.uuid=01c3c87a-4599-48c2-91f0-68a00b5bbb4c) This one-pager includes useful tips, links to resources, and a demonstration video.
* Address the questions or items listed in the observation checklist, either during the demonstration or record them in a separate video file.

## Scenario

Gelos Enterprises (GE) is a newly established training institute with the goal of providing a diverse range of vocational courses that meet the requirements of the National Training System. They recently got approval from the Australian Skills Quality Authority (ASQA) to teach the qualification that you are studying in their registered training organisation (RTO). You are a freelance ICT Web Developer who has been approached by GE to design their website.

You have asked GE to provide you with its business details. GE has recently shared it with you in a document [Client details](https://share.tafensw.edu.au/share/items/e00c70b3-7ce6-4843-894b-7b7a69235d7d/0/?attachment.uuid=1988cf8c-caa2-47e6-849e-82246ec16fe1).

### Client Requirements

Your client GE has requested you to produce a dynamic website that included the following pages:

* home page
* about us page
* qualification details page (this will be the qualification that you are studying)
* enquiry form to allow customers to request further information
* contact us page.

### Cyber Security Procedures

While creating dynamic website, you must adhere to the following procedures and guidelines:

* Website Development Process: [Full Guide in 7 Steps](https://xbsoftware.com/blog/website-development-process-full-guide/) (Long URL: https://xbsoftware.com/blog/website-development-process-full-guide/)
* Guidelines for securing your website:[How to secure your website](https://www.wikihow.com/Secure-Your-Website)(Long URL: https://www.wikihow.com/Secure-Your-Website)

This project assessment requires you to develop an interactive and engaging website according to client requirements. To do this, you will need to produce a client-side script using a language to satisfy the required functionality.

## Part 1: Information gathering

This section requires you to meet with the client to discuss their requirements. To complete this part of the assessment, you must complete the following task/s

1. Understand the scenario
2. Go through the documents in the scenario

Once you have understood the overall client requirement by reviewing the scenario and the supporting documents provided to you, identify the additional information you will need to find out to prepare yourself for the meeting.

Once completed, submit this assessment to your Teacher/Assessor for marking.

**Task 1: Prepare for the client meeting**

Complete this section before the meeting with the client.

Table 1 Task 1: Prepare for client meeting

|  |  |
| --- | --- |
| **Website information**  Outline the client requirements for the website based on your initial review of the scenario. | **Purpose:**   * Create a website to showcase Gelos Enterprises (GE) vocational courses and attract students.   **Content:**   * **About Us:** Information about GE, its mission, and history. * **Courses:** Details on the courses offered, including descriptions and enrollment info. * **Contact:** A form for inquiries and contact details. * **News & Updates:** A section for posting announcements.   **Design:**   * **Branding:** Use GE’s logos and colors or create a professional design. * **Responsive:** Make sure the website works well on all devices (mobile, tablet, desktop).   **Security:**   * Protect user data, especially in forms that collect personal information. |
| **Procedures for developing websites**  Outline the procedures you need to follow to produce websites. This must the language used to develop the website and cyber security procedures and protocols to be followed in relation to website development. | **Planning:**   * **Gather Requirements:** Understand what the client needs (e.g., content, design, features). * **Set Goals:** Define what the website should achieve (e.g., attract students, provide course info).   **Design:**   * **Create Wireframes:** Sketch basic layouts for the website pages. * **Design Mockups:** Develop visual designs that show how the final website will look.   **Development:**   * **Front-End Development:** Use HTML, CSS, and JavaScript to build the visual parts of the website. * **Content Management System (CMS):** Implement a CMS like WordPress if the client needs to update content regularly.   **Cybersecurity Procedures:**   * **Data Encryption:** Use HTTPS (SSL/TLS) to secure data transfer between the website and users. * **Secure Coding Practices:** Write code that protects against common security issues like SQL injection and cross-site scripting (XSS). * **Backup:** Regularly back up the website to prevent data loss in case of issues.   **Testing:**   * **Functionality Testing:** Ensure all features work as expected. * **Usability Testing:** Check that the website is easy to navigate and use. * **Security Testing:** Test the website for vulnerabilities to ensure it is secure.   **Deployment:**   * **Launch the Website:** Move the website from the development environment to the live server. * **Final Testing:** Check the live website to make sure everything is working correctly.   **Maintenance:**   * **Regular Updates:** Keep the website software and content updated. * **Security Monitoring:** Continuously monitor the website for security issues. |
| **Further information**  What else do you need to find out from the client in order to produce their website?  Make notes on this to use at your meeting. | **Content:**   * Do you have all the content ready (text, images, videos)? * Are there any specific pages or sections you want to include? (e.g., testimonials, blog, FAQs)   **Design Preferences:**   * Do you have any design preferences or examples of websites you like? * What colors, fonts, and styles do you prefer? * Do you have an existing logo or branding materials?   **Functionality:**   * **What specific features do you need?** (e.g., online registration, payment gateway, student portal) * **How should forms work?** (e.g., what information should they collect, where should the data go) * **Do you need integration with any other tools or systems?** (e.g., email marketing, social media)   **SEO and Marketing:**   * Do you have any specific SEO goals or keywords you want to target?   **Maintenance and Updates:**   * How often will you need to update content?   **Timeline and Budget:**   * What is your desired timeline for the project?   **Legal and Compliance:**   * Are there any legal requirements or compliance issues to consider? (e.g., privacy policy, terms and conditions) |

**Task 2: Conducting client meeting**

To complete this part of the assessment, you must refer to the [GE Style Guide](https://share.tafensw.edu.au/share/file/5f1cec7b-1d03-446a-85b7-edb42692c34e/1/GE_Gelos-style-guide.pdf)

(Long URL: https://share.tafensw.edu.au/share/file/5f1cec7b-1d03-446a-85b7-edb42692c34e/1/GE\_Gelos-style-guide.pdf) to understand the styling standards set by the organisation.

Before you can progress with designing and developing the webpages or the website, you need to meet with your client. The goal of this meeting is to discuss the client requirements, informing the client regarding the procedure you would be following for developing the website and ask any additional questions you might have.

The agenda items for this informal meeting are as follows:

1. Confirm the client requirements for the website.
2. Outline the procedure for developing website.
3. Ask any questions to obtain further information.

This role play will take approximately 10 to 15 minutes. To understand the assessment criteria for this role play, see Assessment checklist.

Before participating in this role play, make sure that you have completed Task 1 of this assessment item.

**Role of the student being assessed**

During the role play make sure that you use:

* clear, simple language and plain English to provide precise advice.
* appropriate conventions, protocols and tone for your audience.
* listening and inclusive questioning techniques.

The Assessor may ask questions while the demonstration is taking place, or if appropriate directly after the activity has been completed.

DONE: **Role Play JavaScript - Sanjum.mp4**

**Task 3: Document requirements**

Draft an email that you will send to the client to confirm the website's requirements. You must categorise these requirements into different types and document at least two different level of requirements received from the client.

Provide your response in the space provided:

**Subject:** Confirmation of Website Requirements for Gelos Enterprises (GE)

**Dear ABC,**

I hope you’re doing well. Thank you for choosing me as your web developer for Gelos Enterprises' new website. To make sure we're on the same page, I’ve listed the website requirements we discussed. Please take a look and let me know if I missed anything.

**1. Website Features**

**Home Page:**

- Welcome section with an introduction to GE.

- Highlighted courses or services.

- Links to the Qualification Details and Enquiry Form.

**About Us Page:**

- Information about GE's history and mission.

- A message from the founder, David Black.

**Qualification Details Page:**

- Detailed info about the qualification you’re offering, including course content and enrollment details.

**Enquiry Form:**

- A form for users to request more information. Fields will include name, email, phone number, and their area of interest.

**Contact Us Page:**

- A form for general inquiries, along with your contact details.

**2. Website Quality**

**Design:**

- A clean, professional look that matches your branding.

- The website will work well on all devices (responsive design).

**Security:**

- The website will be secure (using HTTPS) to protect user data, especially in forms.

**3. Technical Details**

**Development:**

- The website will be built using HTML, CSS, and JavaScript.

- If needed Backend work will be done using PHP and data will be stored in db.

**Hosting and Domain:**

- Please confirm if you already have hosting and a domain name or if you need help setting this up.

Please review this list and let me know if there’s anything else you’d like to add or change. Once we’re in agreement, I’ll get started on the design and development.

Thanks again for trusting me with this project. I’m looking forward to working with you!

Best regards,

**Shumaila Anjum**

Freelance ICT Web Developer

+61 123456789

## Part 2: Designing and developing

**Task 1: Creating Wireframe**

Using Microsoft Visio software or any other free third-party software, create wireframes for at least two web pages. You can create a wireframe for either the website view or the mobile view. Provide the screenshots in the template provided:

| Description | Screenshot/Photograph |
| --- | --- |
| Insert a brief description of the wireframe | Provide the screenshots for the wireframes created |
| HOME page |  |
| Enquiry Form page |  |

**Task 2: Developing webpages**

Develop at-least three web pages for the website based on the client’s requirements and organisational procedures. You are required to develop a simple HTML script that ensures accessibility. You are also to embed the script as per the language you are using.

In a word document, provide the code for each of the web pages.

In the template provided, attach the screenshots of the first draft of your website.

| Description | Screenshots /Photograph |
| --- | --- |
| Insert a brief description of the wireframe | Provide a screenshot for the first draft of the webpage |
| HOME page |  |
| About Us page |  |
| Qualification Courses page |  |
| Enquiry Form page |  |
| Contact Us page |  |

## Part 3: Testing and security

**Task 1: Testing the webpages**

You are to test the web pages that you have developed against the required functionality.

Briefly list at least five points to consider while testing a website. Also, describe the testing process you followed and list the different tests you performed to ensure functionality. Document your answer in the space provided. You can also provide screenshots to support your testing process.

**Key Points to Consider While Testing:**

1. Verify that all forms, buttons, links, and navigation menus work correctly.

2. Test page load times to ensure the website is responsive

3. Check validation testing of forms on Enquiry form and Contact Us page, proper error message should be displayed accordingly.

4. Test the website on different browsers (e.g., Chrome, Firefox, Edge, Safari) to ensure compatibility.

5. Check if error messages are displayed appropriately for invalid inputs.

**screenshots are in Testing-screenshots folder**

**Task 2: Cyber security protocols**

List the cyber security procedures and protocols to follow while developing and testing web pages to ensure it is secure and bug-free.

Here are some basic cybersecurity procedures and protocols for web development and testing:

**Use HTTPS**: Always ensure the website uses HTTPS to secure communication between the client and server.

**Validate User Inputs:** Use validation to prevent malicious inputs like SQL injections or cross-site scripting (XSS).

**Password Protection**: Store passwords securely by hashing them and use strong password policies.

**Regular Updates:** Keep software, frameworks, and libraries up to date to avoid known vulnerabilities.

**Backup Data:** Regularly back up data to recover from potential attacks or data loss.

These simple steps help make a website more secure and reliable.

**Task 3: Getting approval**

Draft an email to your client in the space provided, asking for approval of your website. Also. Provide screenshots of all of the three web pages that you have developed.

**Subject**: Request for Website Approval

**Dear ABC,**

I hope this email finds you well. I am pleased to inform you that I have completed the development of the website for Gelos Enterprises Pty. Ltd. As requested, I have developed the following pages:

- Home Page

- About Us Page

- Qualification Courses page

- Enquiry Form Page

- Contact Us page

- Terms and Condition page

I have attached screenshots of these pages for your review *(“Website – screenshots” folder*). Please take a look at the design and functionality and let me know if any changes or adjustments are needed. Once I receive your approval, I will proceed with the final steps.

Thank you for the opportunity to work on this project, and I look forward to your feedback.

**Best regards,**

**Shumaila Anjum**

**Freelance ICT Web Developer**

## Part 4: Assessment checklist

The following checklist will be used by your Teacher/Assessor to mark your performance against the assessment criteria of your project. Use this checklist to understand what skills and/or knowledge you need to demonstrate during this assessment event. All the criteria described in the Assessment checklist must be met.

Table 2 Assessment checklist

| TASK/STEP # | Instructions | S | U/S | Assessor comments |
| --- | --- | --- | --- | --- |
| Part 1  Task 2 | Articulates using specific language applicable to the business audiences. Also, confirms interpretation using listening and questioning techniques. |  |  | *Date of observation:*  *Assessors are to record their observations in enough detail to demonstrate their judgement of the student's performance against the criteria.* |
| Part 2  Task 2 | Is able to develop dynamic web pages according to the client requirements, incorporating standards associated with programming and considers accessibility of web pages. |  |  | *Date of observation:*  *Assessors are to record their observations in enough detail to demonstrate their judgement of the student's performance against the criteria.* |
| Part 2 Task 2 | Design and produce scripts according to web page functionality and client requirements. |  |  | *Date of observation:*  *Assessors are to record their observations in enough detail to demonstrate their judgement of the student's performance against the criteria.* |
| Part 3 | Tests web page functionality and confirm web pages are secure. |  |  | *Date of observation:*  *Assessors are to record their observations in enough detail to demonstrate their judgement of the student's performance against the criteria.* |

## Assessment feedback

*NOTE: This section must have the Teacher/Assessor and the student's signature to complete the feedback. If you are submitting through the TAFE NSW online learning platform, your Teacher/Assessor will give you feedback via the platform.*

### Assessment outcome

Satisfactory

Unsatisfactory

**Assessor feedback**

Has the assessment declaration for this assessment event been signed and dated by the student?

Are you satisfied that the evidence presented for assessment is the student’s own work?

Was a reasonable adjustment in place for this assessment event?

*If yes, ensure it is detailed on the assessment document.*

*Comments*:

### Assessor name, signature and date

### Student acknowledgement of assessment outcome

*Would you like to make any comments about this assessment?*

### Student name, signature and date