Unit Assessment Guide

Unit details

Unit Code: ICTWEB403

Unit name: Transfer content to a website using commercial packages

Unit purpose	This unit describes the skills and knowledge required to transfer content, from a remote location to a web server, using a range of commercial information and communications technology (ICT) products. The objective is the successful upload of new, or revised, information on a website.
	It applies to individuals who are required to update websites.
Elements and performance criteria	For further information about this unit go to: https://training.gov.au/Training/Details/ICTWEB403
Unit outcome	This unit is not graded. Your result will be recorded as:
	o achieved competence (AC) or not competent (NC)
Pre-requisite / Co-requisite units	Nil

Assessment plan

To demonstrate competence in this unit, you must successfully complete each of the following assessment events:

Event 1	Practical demonstration – Upload a website using FTP
Event 2	Short answer questions – Copyright

Unit Assessment Guide

Assessment conditions

Submission dates	Submission of assessment events are flexible to your own personal needs. You should discuss a timeline with your facilitator in order to determine suitable dates to submit each assessment event for marking.
Submission instructions	Your assessment events must be submitted online via the TAFEnow website. o Complete each of your assessment events and save your files with the event name and your own name – for example: Event1_john_smith. o Upload your assessment event files and any other additional attachments to the space provided in the TAFEnow online learning platform.
Student is required to provide materials and equipment	To complete this assessment, you will need to provide: o A personal computer with internet access o Word processing software (free options are available) o FTP software (free options are available)
TAFEnow is required to provide material and equipment	To complete this assessment, your facilitator will provide access to: o Virtual server (optional)
Additional resources	Nil
Facilitator support and supervision	There is no facilitator supervision required for these assessment events. If you are unclear about any aspect of the assessment please contact your facilitator for guidance.
Student collaboration	Student collaboration is not permitted.
Assessment attempts	You have two attempts on each event.
General information	For general information relating to assessment procedures at TAFEnow refer to http://tafenow.com.au/aboutassessment
Facilitator information	(Facilitator information only) For Facilitator procedures refer to the TAFEnow Facilitator Space at http://tafenow.com.au/teacher-resources

Unit Assessment Guide

Assessment events

Assessment event 1 – Practical demonstration – Upload a website using FTP

This event requires you to submit a word processed document as evidence that demonstrates your ability to configure and FTP client, prepare data for transfer, establish connection and transfer data to a remote server.

Your documentation of practical demonstration must address the requirements outlined in the task list.

These items must address the criteria as listed in Table 1

Marking criteria

Table 1

You must meet the below criteria in order to successfully complete this assessment event.		

1	Documentation of practical demonstration	Submit a word processed document that includes evidence of your practical demonstration of the items in the task list provided. The document must include:
		
		 1 successful configuration an FTP client, as evidenced by
		
		     a. a brief description
		
		     b. at least one (1) screen image or screen cast (less than 5 minutes long)
		
		 2 files being uploaded to a correctly named new folder (no spaces in folder name) , as evidenced by
		
		     a. a brief description
		
		     b. at least one (1) screen image or screen cast (less than 5 minutes long)
		
		 3 testing that the FTP transfer works in a browser , as evidenced by
		
		     a. a brief description
		
		     b. at least one (1) screen image or screen cast (less than 5 minutes long)
		
		 4 that a document file was downloaded, modified and uploaded to correct sub-folder , as evidenced by
		
		     a. a brief description
		
		     b. at least one (1) screen image or screen cast (less than 5 minutes long)

Unit Assessment Guide

Assessment event 2 – Short answer questions – Copyright

This event requires you to submit an answer sheet that demonstrates your ability identify and describe the legislation, regulations and codes of practice that relate to web design.

You must complete your answers on the question sheet provided.

These items must address the criteria as listed in Table 2

Marking criteria

Table 2

You must meet the below criteria in order to successfully complete this assessment event.	
1 Written responses	Respond to the questions on the question sheet provided. Each response must: a. address all aspects of the questions b. responses must demonstrate overview knowledge in the areas being questioned