** QUALIFICATION STUDY GUIDE**

ICA50611: Diploma of Website Development

ICAWEB508A: Develop website information architecture

ICAICT503A: Validate quality and completeness of system design specifications

Semester II, 2015



**GENERAL INFORMATION**

**Assessment**

TAFE delivers competency based training (CBT) under the National Vet Regulator (NVR) Standards. CBT focuses on the skills and knowledge required to perform tasks and duties to the standard expected in employment. A student who has been assessed as satisfactory for all assessment items in a unit of competency will receive a J result. Students who are assessed as Not Satisfactory for all assessment items after two attempts will receive an M result. Students who partially participate but who do not complete assessment/s will receive an AW result.

**Flexible/Distance Participation**

Students will need to demonstrate participation within the learning activity for each unit/module being studied. You will need to be in regular contact with your teacher to demonstrate your progress and understanding of the content of the unit/module. You may therefore be asked to submit activities or exercises to your teacher and/or to respond to contact from your teacher. Please be aware that no evidence of participation or not achieving competency may affect Centrelink benefits.

**Library**

The library has a full range of services, DVDs, magazines, journals, online catalogue and online resources that may assist you in the completion of your studies.

**Orientation**

Students are required to undergo a Student Orientation which covers Occupational Health and safety and important information about studying at TAFE. This may be undertaken in class or in my.TAFE for online students. Student Rules are available on the TAFE Queensland Internet: <http://www.tafe.qld.gov.au/students/rules/index.html>, a Handbook is available for TNQIT and MIIT and a Student Welcome Letter is available for BRIT.

**Recognition of Prior Learning**

Recognition of Prior Learning (RPL) recognises your existing experience grained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or partial qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

**Student Self-Service**

To view your progress, including results, and manage your my.TAFE password, visit <http://enrol.tafe.qld.gov.au>.

**Student Support and Access Information**

Free student counselling, equity, disability, learning support, Aboriginal and Torres Strait Islander and International Student Support are available. Read more on our internet site.

GETTING STARTED

## *Welcome*

Welcome to Information Architecture and Quality Assurance Cluster. We hope that the learning experiences provided to you will be both enjoyable and provide you with the skills to advance your information technology career.

The mode of delivery is classroom sessions supplemented with tutorial activities. Students will be studying via a mixed delivery consisting of face-to-face; web based learning tools, handouts, self-directed learning and various internet resources.

It is an expectation at Diploma level that you have the necessary skills and knowledge before undertaking this course.

If a student attends all scheduled classes and works well during these sessions, it should be possible to complete the cluster without an excessive need of home computing equipment and resources. However, students will still be required to do study and research in their own time. Extra facilities are available at both the City campus and Pimlico campus library.

## *Contact Details*

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# QUALIFICATION (COURSE) DESCRIPTION AND INFORMATION

# ICAWEB508A Develop website information architecture

## Unit Descriptor

This unit describes the performance outcomes, skill and knowledge required to develop information architecture for a complex website that meets current and future business requirements.

## Application of the Unit

This unit applies to web developers and designers responsible for the navigation and hierarchy of a website.

## Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

## Pre-Requisites

## Not applicable.

## Employability Skills Information

This unit contains employability skills.

## Elements

|  |  |
| --- | --- |
| 1. Identify content needs | 1.1 Identify strategic intent of website from business requirements and client expectations  1.2 Develop information requirements based on the website intent, intended audiences, types of client interactions, and long and short-term goals for the site  1.3 Identify required information and group into business schemes related to the business structure  1.4 Determine content requirements for each process  1.5 Identify any security access requirements |
| 2. Plan content structure | 2.1 Cluster and document information in related topics  2.2 Develop a hierarchy and site map of information  2.3 Check data to confirm sequence of hierarchy  2.4 Ensure that labels are clear, consistent, coherent and relatively intuitive for client to access |
| 3. Develop navigation system | 3.1 Build navigation system for overall website based on business requirements  3.2 Ensure ease of navigation on the site and provide different ways of searching, while providing feedback to client  3.3 Ensure navigation is accessible |
| 4. Test and sign off | 4.1 Construct prototype of information architecture design  4.2 Arrange for a subset of the client to test the prototype for usability to determine if architecture meets client expectations  4.3 Ensure site content will format in the business and client technical environment  4.4 Adjust architecture based on client feedback  4.5 Sign off prototype to confirm current and future business requirements are met |

# ICAICT503A Validate quality and completeness of system design specifications

## Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to check the system specifications against outcomes and quality standards.

## Application of the Unit

This unit applies to individuals working as system designers who are required to validate system design specifications to ensure that they meet the required organisational audit standards.

System quality may refer to the network system, a program or a project.

## Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

## Pre-Requisites

Not applicable.

## Employability Skills Information

This unit contains employability skills.

## Elements

|  |  |
| --- | --- |
| 1. Determine audit criteria | 1.1 Investigate the system or product for which the quality audit is being performed to understand its functionality  1.2 Determine the objectives to be achieved by the quality audit  1.3 Determine the scope of the quality audit  1.4 Develop a list of audit criteria and quality benchmarks  1.5 Develop a metric to classify the audit criteria  1.6 Determine the audit technique or methodology to be followed  1.7 Examine and detail the resources available to carry out the audit  1.8 Document the objectives, scope, criteria, technique and resources in an audit plan |
| 2. Audit aspects of the final system | 2.1 Use the audit criteria to collect evidence about the functionality and quality of the final system, including documentation  2.2 Use a checklist to monitor audit progress  2.3 Document audit outcomes as the audit progresses |
| 3. Review and confirm contract and specifications | 3.1 Review system contract against audit outcomes  3.2 Compare system functionality against audit outcomes and system contract  3.3 Identify items of non‑compliance where audit outcomes do not meet performance targets or fall short of contract requirements  3.4 Review system procedures for corrective action  3.5 Document items of non-compliance and proposed corrective action |

## *Study Progress, Workload Pace and Timeline*

Students are expected to achieve satisfactory progress in their studies. If you are having difficulty, discuss the situation with your teacher or a Student Counsellor as soon as possible.

The following (page 6) is a suggested sequence and timeline for your studies. This is a guide only and is intended to assist students in gaining maximum benefit from their study and to ensure completion within the allowed timeframe (that is prior to the official close of study).

## *Learning Skills*

Whilst most of us enjoy gaining new skills and knowledge, some students may find studying a challenge.  Useful tips to assist you as you work your way through this qualification can be found on the my.TAFE page for this qualification under the heading ‘Learning Skills’.

# Study Schedule

| **Session** | **Topic** | **Assessment/ Activities** | **NTP Relation** | **Delivered on Date Specified** | |
| --- | --- | --- | --- | --- | --- |
| **ICAWEB508A: Develop website information architecture** | | | | | |
| Week 1  24/07/15  4.5 hrs | **Introduction to units and topics**   * Go over Assessment   **Reviewing Business Requirements**   * Strategic Intent   + Community sites   + Brochure sites   + E-commerce sites   + Business to consumer   + Business to business * Identifying technical and security requirements * Identifying Target Audience * Look at different structures of various websites * Information requirements | Give out Assessment PI.  Look at examples of these types of sites on the Internet  Start reviewing the business requirements of Online System Services | ICAWEB508A | |  |
| Week 2  31/07/15  4.5 hrs | **Accessibility and usability**   * Legal document requirements for accessible websites * Developing guidelines for creating a website that is accessible * Information architecture design * Information hierarchy * Site maps | Research  Work on Assignment | ICAWEB508A | |  |
| Week 3  07/08/15  4.5 hrs | **Website Interaction**   * Look at different websites and the types of interactions occurring – how does this impact on how information is presented.   + Business to consumer   + Business to business   **Different types of navigation**  Chunking  How to create a mock-up of the website | Search the web for an example of a retail website (business to consumer) and a community website. Write a brief critique (half page) on how well the information provided and the design of the website suit the purpose of the website. You will of course have to make some assumptions about purpose. | ICAWEB508A | |  |
| Week 4  14/08/15  4.5 hrs | Categorising Information   * Object categorisation * Process Categorisation | Look at website <http://www.ato.gov.au> | ICAWEB508A | |  |
| Week 5  21/08/15  4.5 hrs | **Plan Content Structure**   * Look at web style guides * Establishing hierarchy of importance among units * Analyse the functional and aesthetic success of your system * Dividing content * Content Inventory | Look at examples of dividing content and content inventories  Work on assignment | ICAWEB508A | |  |
| Week 6  28/08/15  4.5 hrs | **Information Hierarchy**   * Organisational metaphor * Functional metaphor * Visual metaphor * Hybrid Design * Site map * Logical versus physical hierarchy * Look at site map designs and function   + How it provides the basis for the content and navigational structure | Search the web for examples of organisational & functional metaphors. Write a brief report listing the reasons for categorising the sites as you have.  Research the web for map generators. Use it on the examples found above. | ICAWEB508A | |  |
| Week 7  04/09/15  4.5 hrs | Labelling   * Labels on navigation elements * Web page headings * Links * Appropriate labelling & how it improves the websites usability * Icons | Search the web & develop a table of common textual labels and icons. Put them in alphabetical order and check for grammatical consistency. | ICAWEB508A | |  |
| Week 8  11/09/15  4.5 hrs | Test and Sign Off   * How to create a prototype of the website * Content format   + Compatibility   + File formats   + Accessibility guidelines * Compatibility   + Different browsers * Accessibility guidelines * Web content accessibility * Client feedback * Sign off * Summarise everything and recommend further reading | Students to create three (3) different mock-ups  Research and review the data on <http://www.w3counter.com/globalstats.php> for information regarding user platforms (hardware, operating systems, browsers) most commonly found on the Internet. |  | |  |
| **ICAICT503A: Validate quality and completeness of system design specifications** | | | | | |
| Week 9  18/09/15  4.5 hrs | **Quality Assurance**   * Establish standards * Identify appropriate standards * Develop measurable performance standards * Quality assurance distribution * Original website specifications * Controlling, updating and loading new content   In addition to the material provided, you will also need to spend some time in further research of these concepts.  **Give out Assignment** | Students to search for information on:   * WCAG * CSS * HTTP * HTML * P3P * XHTML * XML   Define standards | ICAWEB508A | |  |
| Week 10  08/10/15  4.5 hrs | **Quality Assurance**   * Legislated standards and compliance requirements * Industry specific standards and compliance | Discussion on types of standards, followed by research.  Visit the open Process Framework (OPF) site & explore information presented. | ICAICT503A | |  |
| **Mid Semester Break: 19/09/15 to 05/10/15 inclusive** | | | | | |
| Week 11  15/10/15  4.5 hrs | **Develop Measurable Performance Standards**  Quality assurance distribution  Centralised QA method   * + Centralised QA within large organisations   + Centralised QA within the IT dept.   + Centralised for the sole trader   Distributed or decentralised QA  Hand out and explain assignment I | ICAWEB508A Project is due today  Research on quality assurance methods | ICAICT503A |  | |
|  |
| Week 12  22/10/15  4.5 hrs | **Original Website Specification**  Controlling, updating and loading new content  Change request forms  Change logs Templates | Students to look at change log examples  <http://testingfaqs.org/faqchanges.html> <http://www.kdenlive.org/website-changelog> <http://www.usabilityprofessionals.org/upa_projects/web/website_change_log.html> | ICAICT503A |  | |
| Week 13  29/10/15  4.5 hrs | Analysis/Requirements and Changelog for: "Developing Websites for Older People:  How Web Content Accessibility Guidelines (WCAG) 2.0 Applies" | Discussion on requirements for older people.  Work on Assignment I | ICAICT503A |  | |
| Week 14  5/11/15  4.5 hrs | **Cascading Style Sheets**   * Identify appropriate regulatory, accessibility, industry and organisational compliance standards. * Develop, quantify, document and disseminate measurable performance standards * Establish a Quality Assurance Methodology * Source the original website specifications - identify if they are still current * Establish guidelines for controlling, updating and loading new content onto the website. * Apply the standards and track performance. | Students to research standards for Cascading Style Sheets.  Work on Assignment I | ICAICT503A |  | |
| Week 15  12/11/15  4.5 hrs | Work on assignment | Finish off assignment  Assignment I for this unit is due today | ICAICT503A |  | |
| Week 16  19/11/15  4.5 hrs | Ensure both assessments are finished | Ensure all assessments are finished and if necessary corrected | ICAICT503A  ICAWEB508A |  | |