Unit Title:	**Website Software**
OCR unit number:	39
Level:	2
Credit value:	4
Guided learning hours:	30
Unit reference number:	R/502/4631

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1. Create structures and styles for websites	The learner can: 1.1 Describe what website content and layout will be needed for each page 1.2 Plan and create web page templates to layout 1.3 Select and use website features and structures to help the user navigate round web pages within the site 1.4 Create, select and use styles to keep the appearance of web pages consistent and make them easy to understand 1.5 Describe how copyright and other constraints may affect the website 1.6 Describe what access issues may need to be taken into account 1.7 Describe what file types to use for saving content 1.8 Store and retrieve 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), structure (eg frames, side bars), moving images (eg animation, video clips), sound (eg clips linked to navigation, background music, video sound track) Constraints: Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism, *provisions of the Data Protection Act; accessibility standards* Website features: Web page features will vary, but may include: navigation (eg action buttons, links, hot spots, menus, hyperlinks, pop-ups), multimedia (eg sound linked to actions, video clips, sound track) Web page templates: Design layout will vary but may include: text (eg body text,

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		headings, captions), images (eg still photographs, diagrams), numbers (eg tables, charts or graphs), background (eg colours, gradients, patterns, textures), structure (eg frames, side bars), moving images (eg animation, video clips), sound (eg clips linked to navigation, background music, video sound track) Web page styles: Styles will vary according to the different elements of the website design, but may include: typeface (eg font, colour, size and alignment of headings, captions or body text), lines (eg type, thickness and colour of borders, tables, diagrams) Access issues: The difficulties different users may have in accessing websites, accessibility guidelines, affect of download speeds (eg from different browser software, connection type, size of web page contents) 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, open rtf file in application, save file as rtf or html
2. Use website software tools to prepare content for websites	2.1 Prepare content for web pages so that it is ready for editing and formatting 2.2 Organise and combine information needed for web pages including across different software 2.3 Select and use appropriate editing and formatting techniques to aid both clarity and navigation 2.4 Select and use	Combine information: Combine images with text (eg photo captions); presentation with audio and/or video; numbers with charts and graphs; text alignment, captions, text wrap; behind, in front, grouping Editing techniques: Editing techniques will vary in line

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	appropriate development techniques to link information across pages 2.5 Change the file formats appropriately for content 2.6 Check web pages meet needs, using IT tools and making corrections as necessary	with the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, size, crop, position, change templates Development techniques: Creating links to bookmark text within a page, linking web pages together, adding a link to another website, altering simple code using programming language File formats: Change format of documents to RTF or HTML Check web pages: Will vary depending on the content but may include, for example: Text: Spell check; grammar check, type face and size, hyphenation. Layout: Page layout, margins, line and page breaks, tables, frames, sections. Images: Size, alignment and orientation, suitability of file format, appropriate choice of colour mode and use of filters, fitness for purpose of image resolution
3. Publish websites	3.1 Select and use appropriate testing methods to check that all elements of websites are working as planned 3.2 Identify any quality problems with websites and how to respond to them 3.3 Select and use an appropriate programme to upload and publish the website 3.4 Respond appropriately to problems with multiple page websites	Testing methods: Methods will vary but may include: viewing web pages using browser software, testing navigation round pages within multiple page website, testing external links 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, navigation that does not work as planned; multimedia features (eg sound levels, image resolution, synchronisation of sound and images)

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		Upload and publish website: Upload content to a template, use file exchange programme to upload and publish (eg FTP or HTTP)

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 select and use a wide range of intermediate website software tools and techniques to produce multiple-page websites. Any aspect that is unfamiliar may require support and advice from others.
Website software tools and techniques will be described as 'intermediate' because:

- the software tools and functions involved will at times be non-routine or unfamiliar;
- the choice and use of development techniques will need to take account of a number of factors or elements; and
- the user will take some responsibility for planning the website, creating or altering the template, inputting, manipulating, linking and uploading the content.

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.

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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.

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