

Unit 316 Website software Level 2

Unit Summary

Use an application to produce multiple-page websites. This is based on the e-skills Area of Competence: Website Software, Level 2 unit.

Skills

You will apply the following skills:

- Planning
- Organising
- Communicating
- Using technology
- Checking

Performance indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information within the same type of software
3. Add information from one type of software to information produced using different software, such as spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website
4. Choose what content and features will be included
5. Plan the layout of the content and how any features will be used
6. Use appropriate web tools and techniques to create a multiple-page website, such as: create links to bookmark text within a page, link web pages together within a website and add a hyperlink to someone else's website and alter simple code using programming language
7. Use a wide range of editing and formatting tools and techniques to produce content for multiple-page websites, such as: for characters, lines, paragraphs and pages; insert and change text; resize, align, rotate, flip and arrange images; use tables and frames to lay out a web page
8. Format more complex content using a wide range of appropriate tools and techniques such as: character, line spacing, paragraphs and pages and colour, fonts, size, background and pictures
9. Use proof reading techniques to check that text looks professional
10. Check line, paragraph and page breaks fall in appropriate places, and check that headings, subheadings and other formatting techniques are used appropriately
11. Check colour mode and filters are used appropriately
12. Check image resolution is suitable for where and how it will be used

13. Use a file exchange programme to upload and publish a website, such as FTP or HTTP

Knowledge

You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How multiple-page websites set out information on different pages, such as about contact details, employees, interests, services or products
3. How web pages and multiple-page websites are structured, such as using frames, hyperlinks and pop-ups
4. What different design elements are used, such as using colour for the page background, the text, hyperlinks and visited hyperlinks
5. What multimedia features are used, such as sound, animation or live video
6. What interactive features are used, such as message boards, forms, email links and registration log-ins
7. The benefits and drawbacks of different features for the user
8. What and how different IT activities are affected by law and guidelines, such as storing names and addresses, downloading images from the internet or sending inappropriate emails
9. What difficulties users with different needs may have in accessing websites
10. Why download speed varies, such as by the type of browser and connection and by the memory size of the contents of the web page

Evidence Requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is allowed for this unit. Simulation refers to the simulation of work tasks and activities, not to the use of IT. The techniques involved in using IT must always be assessed at least in part through evidence gained from practical tasks or activities. All assessment must be based on the use of real IT software and hardware to carry out tasks and activities that may be simulated. Where tasks and activities are simulated they must be undertaken in an approved Realistic Working Environment.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.

5. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Optional
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to demonstrate the following skills and techniques by carrying out **at least three** substantial and complex tasks to demonstrate their competence in:

File handling techniques appropriate for the software use. Evidence will include:

- Converting files from another suitable format, where necessary

Ways of combining information of various types. Evidence will include:

- Exporting and importing, linking objects between different software
- Making references to external data, such as hyperlinks, object linking and embedding
- Using advanced techniques for combining or merging versions of information from different users

Planning and producing simple, multiple-page websites and interactive websites.

Evidence will include:

- Using appropriate web tools and techniques to create appropriate multiple-page websites with interactive features, such as
 - Using appropriate programming language to create code
 - Adding multi-media content to web pages
 - Setting up a secure area, a message board or e-mail link
 - Testing a website on a range of hardware and software specifications
 - Increasing the chance of people visiting the website

Techniques will vary according to the software being used. Evidence will include:

- Using a wide range of tools and techniques to produce more complex content for interactive websites, such as
 - Creating tables and templates
 - Using cascading style sheets
 - Frames, templates and colour schemes
 - Files to make them easier to download

Checking text to make sure that it is accurate, consistent and well laid out. Evidence will include:

- Checking that structure, style and formatting are used to aid meaning in complex text

Checking images to make sure that they are effective and fit for purpose. Evidence will include:

- Checking that the colour depth and file format are suitable
- Checking speed of loading images on a web browser, where appropriate
- Checking compatibility of images with different software and operating systems, where appropriate

Uploading and maintaining content to web pages. Evidence will include:

- Improving the loading speed of a website

7. Evidence generated for this unit may contribute towards Unit 301:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 302

- Work to achieve your organisation's purpose and values
- Support sustainability
- Maintain security and confidentiality