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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 20** | | | **Unit Number: L/502/4630** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * Personal webpage or blog created in social networking, learning or auction site; * Information pages created within web or content management system. | | | **Learning Materials Available:**  None available for this unit | |
| **Suggested Assessment Methods:**  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 fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- | --- |
| **1 Plan and create web pages** | 1.1 | Identify what content and layout will be needed in the web page | *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)* |  |
| 1.2 | Identify the purpose of the webpage and intended audience |  |  |
| 1.3 | Select and use a website design template to create a single web page | *Web site templates: Design lay out 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)* |  |
| 1.4 | Enter or insert content for web pages so that it is ready for editing and formatting |  |  |
| 1.5 | Organise and combine information needed for web pages | *Combine information: Combine images with text (eg photo captions); presentation with audio and/or video; numbers with charts and graphs* |  |
| 1.6 | Identify copyright and other constraints on using others’ information | *Copyright constraints: Effect of copyright law (eg on music downloads or use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
| 1.7 | Identify what file types to use for saving content | *File types: Text (eg rtf, doc, pdf), images (eg jpeg, tiff, psd), charts and graphs (eg xls), sound (eg wav, MP3)* |  |
| 1.8 | Store and retrieve web files effectively, in line with local guidelines and conventions where available | *Store and retrieve: Files (eg create, name, open, save, save as, print, close, find)* |  |
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| **2 Use website software tools to structure and format web pages** | 2.1 | Identify what editing and formatting to use to aid both clarity and navigation |  |  |
| 2.2 | Select and use website features to help the user navigate simple websites | *Website features: Web page features will vary, but may include: navigation (eg action buttons, links, hot spots)* |  |
| 2.3 | Use appropriate editing and formatting techniques | *Editing techniques: Editing techniques will vary in line with the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, size, crop, position* |  |
| 2.4 | Check web pages meet needs, using IT tools and making corrections as necessary | *Check web pages: Spell check, grammar check, word count; image size, alignment and orientation; suitability of file format* |  |
| **3 Publish web pages to the Internet or an intranet** | 3.1 | Upload content to a website | *Upload and publish website: Upload content to a template* |  |
| 3.2 | Respond appropriately to common problems when testing a web page | *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*  *Website testing: View web page using browser software* |  |

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| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |