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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 30** | | | **Unit Number: R/502/4631** | |
| **QCF Credit Value: 4** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * Create a multiple page website with menu-driven navigation for a sports club. Set up family site with photographs and linked pages for each family member. | | | **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** |
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| **1 Create structures and styles for websites** | 1.1 | Describe what website content and layout will be needed for each 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), structure (eg frames, side bars), moving images (eg animation, video clips), sound (eg clips linked to navigation, background music, video sound track)* |  |
| 1.2 | Plan and create web page templates to layout | *Web page templates: Design layout will vary 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)* |  |
| 1.3 | Select and use website features and structures to help the user navigate round web pages within the site | *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)* |  |
| 1.4 | Create, select and use styles to keep the appearance of web pages consistent and make them easy to understand | *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)* |  |
| 1.5 | Describe how copyright and other constraints may affect the website | *Constraints: Effect of copyright law (eg on music downloads or use of other people’s images), acknowledgment of sources, avoiding plagiarism; permissions* |  |
| 1.6 | Describe what access issues may need to be taken into account | *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)* |  |
| 1.7 | Describe 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 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, share); version control; import/export; file size; folders (eg create, name)* |  |
| **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 | *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* |  |
| 2.3 | Select and use appropriate editing and formatting techniques to aid both clarity and navigation | *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, change templates* |  |
| 2.4 | Select and use appropriate development techniques to link information across pages | *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* |  |
| 2.5 | Change the file formats appropriately for content | *File formats: Change format of documents to RTF or HTML* |  |
| 2.6 | Check web pages meet needs, using IT tools and making corrections as necessary | *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* |  |
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| **3 Publish websites** | 3.1 | Select and use appropriate testing methods to check that all elements of websites are working as planned | *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* |  |
| 3.2 | Select and use appropriate testing methods to check that all elements of websites are working as planned |  |  |
| 3.3 | Select and use an appropriate programme to upload and publish the website | *Upload and publish website: Upload content to a template, use file exchange programme to upload and publish (eg FTP or HTTP)* |  |
| 3.4 | Respond appropriately to problems with multiple page websites | *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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| **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:** |  |