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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 40** | | | **Unit Number: Y/502/4632** | |
| **QCF Credit Value: 5** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * Shopping website linked to product information and stock control database. | | | **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 and use them to produce websites** | 1.1 | Determine what website content and layout will be needed for each page and for the site | *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), interactive components (eg message boards, forms, e-mail links, registration log-ins), down loads (eg pdf files, pod casts)* |  |
| 1.2 | Plan and create web page templates to layout content | *Web page templates: 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), interactive components (eg message boards, database fields, forms, e-mail links, registration log-ins), downloads (eg pdf files, podcasts)* |  |
| 1.3 | Select and use website features and structures to enhance website navigation and functionality | *Website features: Web page features will vary, but may include: navigation (eg action buttons, links, hot spots, menus, hyperlinks, pop-ups), multimedia (eg animation, sound linked to actions, video clips, sound track), interactive (eg message boards, forms, downloads, pod casts, e-mail links, registration log-ins); e-commerce facilities* |  |
| 1.4 | Create, select and use styles to enhance website consistency and readability | *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), structure (eg size of frames, number of tabs, format of menu), cascading style sheets* |  |
| 1.5 | Provide guidance on laws, guidelines and constraints that affect the content and use of websites | *Constraints affecting websites: 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, IPR* |  |
| **1 Create structures and styles and use them to produce websites** | 1.6 | Explain what access issues may need to be taken into account | *Website 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), ways to increase accessibility, ways to improve download speeds, ways to improve search engine results* |  |
| 1.7 | Explain when and why to use different file types 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 Select and use website software tools and features to develop multiple page websites with multimedia and interactive features** | 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 in line with any copyright constraints, including across different software | *Combine information: Combine images with sound (eg dub or overlay sound track onto film sequence; integrate a audio or video sequence with another application):Techniques: Copy and paste, insert, screen grabs/shots, File download (eg connect USB lead, drag and drop), file transfer protocol (FTP). Forms of information: moving images, sound; pre-recorded, live, web-streaming* |  |
| 2.3 | Select and use appropriate editing and formatting techniques to aid meaning | *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 programming and development techniques to add features and enhance websites | *Programming and 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, creating code using an appropriate programming language, adding multimedia content to web pages, setting up a secure area, message board or e-mail link, adding meta tags* |  |
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| **2 Select and use website software tools and features to develop multiple page websites with multimedia and interactive features** | 2.5 | Select and use file formats that make information easier to download | *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: Using help; 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, 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 and test multiple page websites with multimedia and interactive features** | 3.1 | Select and use appropriate testing methods to check that all elements and features of complex 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, testing multi-media and interactive elements* |  |
| 3.2 | Identify any quality problems with websites and explain how to respond to them |  |  |
| 3.3 | Select and use an appropriate programme to upload and publish the website and make sure that it will download efficiently | *Upload and publish website: Upload content to a template, use file exchange programme to upload and publish (eg FTP or HTTP), improve loading speed of a website, submit to search engines* |  |
| 3.4 | Respond appropriately to quality problems with websites to ensure outcomes are fit for purpose | *Quality 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), interactive features (eg response to posting a message or when key fields on forms are not completed, downloads not active)* |  |

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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:** |  |