

Title	Use the main features and functions of a web authoring and design tool to create a website		
Level	2	Credits	3

Purpose	<p>People credited with this unit standard are able to use the main features and functions of a web authoring and design tool to create a website.</p> <p>This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591] and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 A brief for the website will be supplied to the learner. It must clearly identify the requirements for the website, against which the success or otherwise of the website can be evaluated. The brief will include at least the audience, specifications and a testing plan. A testing plan will be provided to the learner and include the functions and features that need to be tested (such as buttons, links, navigation, displayed messages, error handling), data integrity, and the expected outcome for each test. Planning is not required to be assessed as part of this standard however it is good practice to develop a simple plan or conceptual layout design prior to beginning creation of the website.

The text and media content for the website may be provided to the learner, or created by the learner as part of an integrated programme of learning. While this unit standard does not assess the content of the material used to create the website, content must comply with legislation relevant to this unit standard and be appropriate for the target audience defined in the brief.

- 3 Foundation level web authoring and design tool skills refer to:
Creating – navigation; hyperlinks; layout; inserting text, media and enhancements; metadata; use of correct <!doctype> declaration; templates; acknowledgment of sources.

Formatting – container width; alignment and wrapping; text, borders; use of cascading style sheets (CSS).

Editing – HTML and CSS code; editing links; move; copy; insert; delete; undo/redo; find and replace; data added; metadata; preview.

Enhancing – tables; lists; graphical hyperlinks.

Saving – file management that allows for easy access to content; use of folders; naming of folders; relevant file names.

Sharing – sharing for testing prior to publishing; publishing.

This list is not exhaustive and assessors will need to determine the level of other foundation level web authoring and design tool skills if included.

4 Definitions

Accessibility means the web pages can be opened and viewed using different browsers, and configured to be viewed by people with disabilities such as visual impairment.

Conceptual layout design is a representation clearly indicative of the final product.

Enhancements refer to tables, lists, graphical hyperlinks.

Good practice in this context includes selecting and using the appropriate feature or function to enable correct use of the web authoring and design tool for the chosen digital platform(s), and applying design principles of page layout and information presentation to the website.

Media refers to static and/or moving images, and audio.

Publish in this standard refers to sharing the website by deploying it to a server, which may be on an internal server or external on the web.

Web authoring and design tool or application refers to a category of software that enables the user to create web pages and web sites using visual editors. This does not include word-processing, desktop publishing, presentation applications or online web builders. It generates the required HTML code for the pages and is able to switch between page layout and HTML.

5 Legislation relevant to this unit standard includes but is not limited to the:

Copyright Act 1994

Copyright (New Technologies) Amendment Act 2008

Harmful Digital Communications Act 2015

Health and Safety at Work Act 2015

Privacy Act 2020

Unsolicited Electronic Messages Act 2007

and any subsequent amendments.

Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

6 Reference sources for web development include:

W3Schools.com, available at <http://www.w3schools.com/default.asp>;

Web Platform Organisation available at <http://www.webplatform.org/>;

World Wide Web Consortium (W3C), available at <https://www.w3.org/>.

Outcomes and performance criteria

Outcome 1

Use the main features and functions of a web authoring and design tool to create a website.

Range the website includes but is not limited to – three linked pages, two media, two enhancements, hyperlinks.

Performance criteria

1.1 User interface of a web authoring and design tool is navigated effectively according to good practice.

Range includes but not limited to – shortcuts, screen display options, finding help.

1.2 Main features of a web authoring and design tool are used to create, format, edit, enhance, save, and share a website, using good practice and in accordance with the specifications of the given brief.

Range includes creating and editing HTML and CSS code with a selection from each of the following categories – creating, formatting, editing, enhancing, saving, sharing; evidence of at least 15 foundation level web authoring and design tool skills are required.

1.3 The website is tested in a minimum of two different web browsers to ensure functionality and appearance, and any errors are corrected and documented according to the testing procedures of the given brief.

Range includes – hyperlinks, media, formatting, layout, accessibility, readability, legibility, functionality (navigation, buttons, displayed messages, error handling), data integrity.

1.4 The website is evaluated for fitness for purpose in terms of the target audience and specifications of the given brief.

Replacement information	This unit standard replaced unit standard 25655.
Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference

0099

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.