Title	**Maintain, update, test, and evaluate an interactive website for organisational use**		
Level	**3**	**Credits**	**4**

Purpose	People credited with this unit standard are able to: maintain and update an interactive website for organisational use; and test and evaluate the changes made to the website.
	This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   This unit standard is intended for people who maintain or administer a website, but is not restricted to workplace assessment. The range statements across the unit standard can be applied according to organisation specific digital tools, procedures and processes. Practical exercises should be used for training and assessment wherever possible. 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   Learners are required to maintain, update and test an existing interactive website for organisational use with embedded media. The website can be modified by using a dedicated web authoring tool, an HTML editor or the tools provided for the type of website used by the organisation. Modifications to an existing website must be significant in scope and may include but are not limited to – content updates to existing webpages, adding new content/pages, reviewing contact information, security updates, bug fixes. The text and media content for the website may be provided to the learner. This unit standard does not assess the content of the material included in the website. Unit 29791, *Capture and prepare digital media for integration into other applications* or Unit 29773, *Produce digital images for a range of digital media* could be used to prepare media for integration into the website.

3   Definitions
     Accessibility means the web pages can be opened and viewed on a variety of browsers and configured to be viewed by people with disabilities such as visual impairment.

A *dedicated web authoring tool* means any application that allows pages to be edited using visual editors or 'what you see is what you get' (WYSIWYG) web authoring tools. This does not include word processing, desktop publishing, or presentation applications.

HTML editor is a computer program for editing HTML and CSS code, the markup languages of a webpage. The markup language will have text entered by use of an HTML editor according to the conventions of the selected language and will include the use of HTML structural elements, HTML attributes and HTML/CSS styles. This does not include word processing, desktop publishing, or presentation applications. Other website editing tools may include those provided by the organisation as part of a Content Management System (CMS) or other online website builder platform.

Information presentation refers to the order of presentation of information, clarity, simplicity, readability, consistency and appropriateness for intended audience consistent with organisational practice.

Interactive means the website will respond to basic user interactions such as widgets, hyperlinks, embed code.

Media refers to media created by the learner or provided by the organisation, such as static and/or moving images, downloadable documents/content, audio, widgets, use of embed code to display content from another website. Editing of the media is not required apart from preparation to allow insertion into the website, such as adjusting resolution, file size, video format.

Organisation refers to a specific entity which may be – in private, public, or community and voluntary sectors; a business; a discretely managed unit within a larger entity; a Māori organisation; or a special-purpose body.

Organisational requirements refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.

Organisational use refers to the context the website is designed to operate in. It does not define or limit the situations in which assessment evidence may be gathered.

Presentation means the modified website must show consistent application of the principles of page/screen layout, such as composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast repetition, alignment, and proximity consistent with organisational practice.

Responsive means the website will adjust depending on the viewport size and resolution of the screen.

Testing refers to the details of how the website is going to be tested for operation to ensure that it meets the requirements of the organisation and good practice, including validation, verification and accessibility testing consistent with organisational practices.

Typography may involve selecting typefaces/web fonts, font size, line length, line-spacing (leading), letter-spacing (tracking), adjusting the space within letters pairs (kerning) and font colours consistent with organisational practices.

W3C refers to the World Wide Web Consortium, which is the main international standards organisation for the World Wide Web (WWW or W3).

4   Legislation relevant to this unit standard includes but is not limited to the:
     Copyright Act 1994
     Copyright (New Technologies) Amendment Act 2008
     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.

5   Reference sources for website maintenance 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

Maintain and update an interactive website for organisational use.

Performance criteria

1.1   The purpose and operation of the interactive website is described in terms of
       the organisational requirements.

       Range   includes but is not limited to – security, privacy, data integrity, and
                other organisational requirements;
                includes the method(s) of modifying/editing text and other content
                on a website.

1.2   Content is prepared for insertion into the interactive website.

       Range   includes media and text;
                may include but is not limited to – layout, styling, formatting,
                typography, navigation, resolution, file size, image size, and file
                types.

1.3   Content is entered, styled, edited, and formatted in accordance with the
       requirements of the organisation.

       Range   may include – HTML and CSS (latest specifications) as defined by
                W3C; multipage; layout; semantically correct HTML structure;
                responsive CSS; commenting showing date and changes made;
                formatting as applied by the organisation's CMS.

1.4   Media are integrated in accordance with the requirements of the organisation.

       Range   at least two media, which may include but is not limited to – static
                and/or moving images; downloadable documents/content, audio;
                widgets; use of embed code to display content from another
                website;
                media must meet organisation copyright and privacy requirements.

1.5   Website resources are managed to allow for ease of access to content and meets the requirements of the organisation.

      Range   may include but is not limited to – use of folders and directory structure; naming of files, assets and folders in adherence with recognised web standards and organisation requirements.

1.6   Consistent application of organisation requirements for layout and information presentation is demonstrated by the modified content.

Outcome 2

Test and evaluate the changes made to the website.

Range   may include but is not limited to – testing website forms/checkout process; checking backups; testing browser compatibility; troubleshooting and correcting issues.

Performance criteria

2.1   The modified website is tested to ensure accuracy, accessibility and functionality in accordance with the requirements of the organisation, and any errors are documented and corrected.

      Range   validation testing, verification of content.

2.2   The modified website's accessibility, readability, legibility, and presentation is checked in at least two browsers and on at least two different types of digital devices in accordance with the requirements of the organisation.

2.3   The website modifications are evaluated to ensure the requirements of the organisation are met, and the website is further modified if required.

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	28 April 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.