SVQ for IT Users (ITQ) — Level 3 (SCQF Level 6)
Unit Title: Website Software
Unit Code: F9D5 04
Credit points: 5

Description: This is the ability to use a software application designed for planning, designing and building websites.

Outcome **On completion of this unit the candidate should be able to:**	Skills & Techniques	Knowledge & Understanding
1. Create structures and styles and use them to produce websites.	1. Plan and create **web page templates** to layout content. 2. Select and use **website features** and structures to enhance website navigation and functionality. 3. Create, select and use **styles** to enhance website consistency and readability. 4. **Store and retrieve** files effectively, in line with local guidelines and conventions where available.	1. Determine what website **content and layout** will be needed for each page and for the site. 2. Provide guidance on laws, guidelines and **constraints** that affect the content and use of websites. 3. Explain what **access issues** may need to be taken into account. 4. Explain when and why to use different **file types** for saving content.
2. Select and use website software tools and features to develop multiple page websites with multimedia and interactive features.	1. Prepare content for web pages so that it is ready for editing and formatting. 2. Organise and **combine information** needed for web pages in line with any copyright constraints, including across different software. 3. Select and use appropriate **editing and formatting** techniques to aid meaning. 4. Select and use appropriate **programming and development techniques** to add features and enhance websites. 5. Select and use **file formats** that make information easier to	

Outcome On completion of this unit the candidate should be able to:	Skills & Techniques	Knowledge & Understanding
	download 6. **Check web pages** meet needs, using IT tools and making corrections as necessary	
3. Publish and test multiple page websites with multimedia and interactive features.	1. Select and use appropriate **testing methods** to check that all elements and features of complex websites are working as planned. 2. Select and use an appropriate programme to **upload and publish the website** and make sure that it will download efficiently. 3. Respond appropriately to quality **problems with websites** to ensure outcomes are fit for purpose.	1. Identify any quality problems with websites and explain how to respond to them.

Note: The **emboldened** items are exemplified in the Support Notes

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge & Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this Award and encompass a range of evidence types.

NB: It is possible to achieve this unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio

General information.

This unit equates to NOS (National Occupational Standards for IT Users 2009) code WS: Website Software Level 3 Unit which has a stated number of credits = 5 at level 3 and a Notional Guided Learning Hours = 40 on the QCF ITQ framework.

GUIDANCE ON EXAMPLES OF EVIDENCE

Outcomes 1 – 3
A project including evidence generated in the planning and production of a shopping website linked to a product information and stock control database. Personal and witness testimony statements could be included together with initial sketches/drawings, storyboard etc. produced

for the initial planning stages, screenshots of the product information and stock control database and access to the finished project.

To assess competence in the knowledge and understanding sections for all of the outcomes a knowledge test in the form of a Multiple Choice Question paper (say 16 - 20 questions) or candidate statement or expert witness testimonial statements or a semi structured interview could be employed. Either one or a combination of these methods would be appropriate. If oral questioning techniques are employed it is essential to keep a record of the questions asked together with a record in a suitable format the candidate's responses to these for evidence purposes.