

Learning Assessment Guide

Unit Standard 18735 – Version 2

Create a simple website to meet the specifications of a given brief

Level 2 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Plan a simple website to meet the specifications of a given brief.
- Produce the website using a web-authoring application.
- Evaluate the website.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Observation checklist that the approved observer or assessor will use to record your performance.
- Manager/Team Leader Verification Form if required.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. Learners for this unit standard are required to develop a simple website. The brief for the website may be either part of the learner's employment tasks or be a set exercise.
2. Range
The website includes but is not limited to - three linked pages, two graphics, two enhancements, hyperlinks. Enhancements may include but are not limited to tables, rules, lists, use of colour, sound and animation.
3. The content of the website is not assessed by this unit standard. Text and graphics, but not enhancements, may be provided.

4. Definitions

A *simple website* is at least three linked pages containing graphics and text.

A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains requirements against which the success or otherwise of the website can be evaluated. For the purpose of this unit standard, the brief can be either created as part of the learner's employment (in the case of workplace assessment) or in response to a set task.

A *plan* outlines how the requirements of the brief will be realised. For this unit standard, the plan may be informal, and it may be more appropriate to produce evidence of it during task completion rather than prior to starting the task or project. Evidence of planning may be oral, written, and/or graphic.

A *web-authoring application* is any program that allows pages to be created without requiring the user to enter HTML tags.

Assessment Task One – Element 1

Introduction

This assessment activity is designed to assess your ability to plan a simple website to meet the specifications of a given brief.

Instructions

- For this assessment you may use a website you have been asked to create during the course of your work, either currently or within the past year.
- If you have not been asked to create a website, use the following brief:

You work for the ABC Support Agency, a crown entity that liaises between various government departments, for example WINZ and Inland Revenue, in order to support disabled members of the public who are having difficulties communicating or dealing with one or other agency. ABC Support Agency requires a simple initial website to inform the public about their basic services.

The content of the site is as follows:

Home Page

ABC Support Agency

Helping the New Zealand Government help you.

If you have a disability we can help you if you are required to contact one of the following government departments:

Inland Revenue, Internal Affairs, Work and Income, Department of Labour, Department of Justice

About Us

We are a new crown entity established specifically to assist members of the public who have a physical or intellectual disability when they wish to contact Inland Revenue, Internal Affairs, Work and Income, Department of Labour, Department of Justice.

We can provide support workers to act as agents, Braille translations of documents, lip readers and sign language interpreters for the deaf, and general support.

ABC Support Agency can also advise you who to contact at each department should you wish to contact them yourself.

Contacts Page

Please call us on 0800 ABCSUPPORT or e-mail info@ABCSUPPORT.govt.nz for your nearest office.

The format of the site must be very professional and clear, with a larger than usual font size.

- Plan your website. Ensure that you include a statement of its purpose, any issues, and its specifications. Include in the specification its minimum requirements as to graphics, pages and enhancements.
- Draft out a design of the website.
- If you are using a site previously created, please hand the appropriate documentation to your assessor. A Verification Form is included at the end of this assessment for your manager or team leader to sign to confirm it is your own work.
- Your assessor may choose to ask you further questions for the purpose of clarification or to gain further evidence.

The completed assessment for task one will include:

- Plan and design.
- Verification Form if required.
- Assessor's notes where relevant.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to produce the website using a web authoring application.

Instructions

- For this task you must use a web-authoring program such as FrontPage to produce your website. If you have already created the site, this can be verified in the Verification Form by your Manager or Team leader.
- Create the pages and edit and format them in accordance with the specifications in the brief.
- The site must incorporate graphics and other enhancements to meet the project brief and layout. Enhancements may include tables, rules, lists, use of colour, sound and animation.
- Hyperlinks must be used to allow for navigation between the pages of the site.
- Print the source code and the browser view of the web site.

The completed assessment for task two will include:

- Hard copy of HTML code of page and browser view of page.
- Verification form if required.

Assessment Task Three – Element 3

Introduction

Assessment task three is designed to assess your ability to evaluate the website.

Instructions

- Regardless of the website you have used for this assessment, complete the attached evaluation form. Hand the form to your assessor.
- Your assessor will also review your database for compliance with the brief.

The completed assessment for task three will include:

- Completed Evaluation Form.

Evaluation Form
(For use by learner)

Name of learner	
Purpose of website:	
File name	

Please indicate that you have checked the database in terms of the following and that it meets the requirements of the supplied brief.

	Comments	Yes / No
The website is readable		
The website is legible		
The website is well presented		
The links and enhancements are functional		
Modifications:		

Learner Signature:

Assessor Notes:

Assessor:

Signature:

Date:

Manager's Verification Form

Name of Learner:			
Name of Verifier			
Position		Phone	

_____ (name of learner) is currently being assessed toward Unit Standard 18735 'Create a simple website to meet the specifications of a supplied brief'. Your knowledge of the learner is sought to confirm she/he has created a website whilst employed by your organisation that meets the following criteria:

The learner must have been given a brief and:

- Created a plan for the development of the website including:
 - Identification of the purpose of the database.
 - An outline of the design of the website.

- The learner must have then created the website using a web-authoring program to the specifications of the brief.

Comments:

Your signature below confirms that the learner has successfully created website in accordance with a supplied brief. The assessor may contact you to discuss the learner's performance.

Signed:

Date:

Thank you for your assistance.

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 18735.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>The learner must plan a website in response to a brief. This may be a new site or one they have already created.</p>	<p>Design and Plan.</p> <p>Verification form if required.</p> <p>Assessor's notes if required.</p>	<p>The learner must develop a plan that:</p> <ul style="list-style-type: none"> • Identifies the purpose of the website. • Identifies any issues. • Gives the specifications. • Includes a design of the site. <p>The plan must meet the requirements of the brief.</p> <p>The site must contain at least three pages.</p>
<p><i>Task 2 / Element 2</i></p> <p>Learner must create the website or provide evidence of one they have previously created.</p>	<p>Hard copy of website.</p> <p>Verification Form if required.</p>	<p>Learner places, edits and formats text in the site in accordance with the brief's specifications.</p> <p>Learner places at least two graphics in accordance with the brief/</p> <p>Learner uses at least two enhancements to meet the project brief and layout.</p> <p>Learner places hyperlinks to allow navigation between the pages.</p>
<p><i>Task 3 / Element 3</i></p> <p>The learner must evaluate the site.</p>	<p>Copy of Evaluation Form.</p> <p>Assessor's notes where relevant.</p>	<p>The learner must evaluate the website against it's compliance with the brief, and make any necessary modifications.</p> <p>The learner must check the site for readability, legibility, presentation, and functionality of links and enhancements, and make corrections where necessary.</p> <p>The learner's evaluation must confirm that the site realises the brief</p>