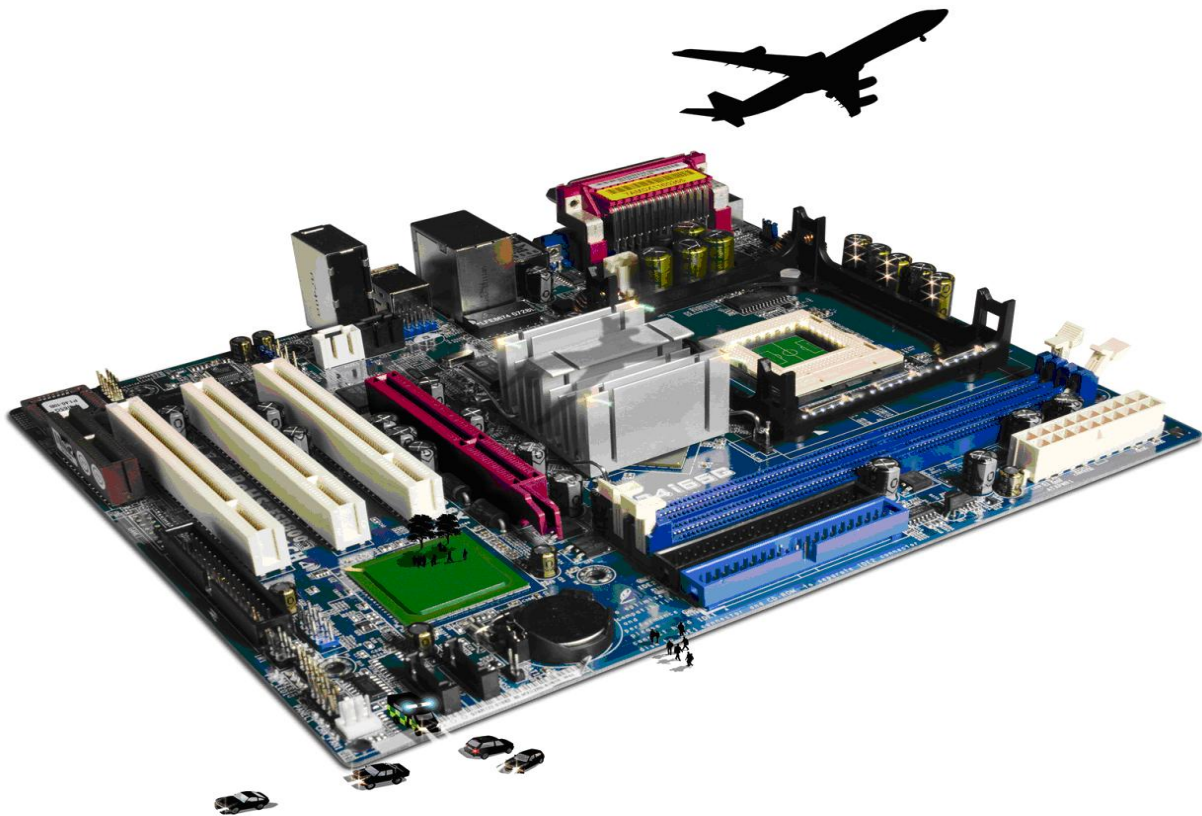


Level 3 Website software (7574-328)

ITQ (QCF)
Assignment guide for Candidates
Assignment B



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2011 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000 (Centres)

T +44 (0)844 543 0033 (Learners)

www.cityandguilds.com

learnersupport@cityandguilds.com

Contents

Unit 328 – Website software

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 3 Website software (7574-328) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Website software (7574-328).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **two and a half hours**.

Level 3 Website software (7574-328)

Candidate instructions

Time allowance: two and a half hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Planning
- Task B - Creating
- Task C - Testing

Scenario

You are at the end of an apprenticeship within your college, but have been seconded for work experience to a small multimedia company which not only sells multimedia components and appliances but provides long-standing customers with a website creation facility. You have been asked to demonstrate your knowledge and expertise and provide a wide-ranging website demonstrating these services. Also to advise on what content is permissible and how best to create their site to enable a quick download on the internet and maintain as small a storage requirement as possible. The site must have a minimum of five pages including both internal and external links and a variety of other advanced features, such as mouse roll-over and links to audio/video features (whether these are stored within the website or externally).

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Planning

- 1 Create a planning document to show the content and layout required and templates needed to create the web pages.
- 2 Include, in the plan, details of the internal and external links and any other features that will assist navigation.
State the intended functionality of each link and feature to be used.
- 3 On your plan, specify any multimedia content, identifying the most appropriate file formats you intend to use.
On your plan, explain your chosen file formats.
Record any copyright issues that need attention.
- 4 Identify any access issues and accessibility features that might need to be taken into account.

Continued over ...

- 5 Detail on the plan, any website features that you intend to use to create your site to enhance consistency and readability, you must include at least **six** of the following:
 - Templates (Tables, frames, borders, lines (type thickness and colour), text/fonts including sizes of headings and body text, colour scheme and background).
 - Styles (Cascading Style Sheets CSS).
 - Links.
 - Meta Tags.
 - Menus.
 - Captions.
 - Additional coding.
 - Embedded content (eg multimedia).
- 6 Give an explanation for your **six** chosen web features.

Task B – Creating

- 1 Create the website content required.
- 2 Ensure that all content is converted to a file format that will be quicker to load, and give an explanation of any changes to file format.
- 3 Edit and format the content (in line with your plan) to ensure the design is consistent. Include any audio/video files ensuring copyright constraints are met.
- 4 Check the functionality of your links and embedded content, editing any code as required and check with the Assessor to verify they meet the customer needs.

Task C - Testing

- 1 Create a brief testing plan (including the use of **two** different browsers) to fully check the functionality of your site.
- 2 Using your test plan, test your pages, recording the results.
- 3 Identify and record any problems relating to the functionality and quality of your site and record any action you need to take. Make any corrections required.

If no problems are identified:

You should identify **two** common quality issues that appear in published websites and how they should be responded to.
- 4 Upload your website to an area specified by your assessor.

Continued over...

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)845 543 0000
F +44 (0)20 7294 2400
www.cityandguilds.com**

**City & Guilds is a registered charity
established to promote education
and training**