

Specification of Competency Standards for ICT Operation and Support

Unit of Competency

Functional Area: Web Support

Title	Perform simple web page update
Code	107908L2
Range	This unit of competency applies to junior IT personnel who are responsible to maintain simple basic web pages of the organisation's website. The IT personnel can use any web page editing tool or simply a text editor with HTML to maintain the basic web page which typically includes: static text, images, videos, links, etc.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge to perform simple web page update <ul style="list-style-type: none"> • Possess basic principles of website design and maintenance • Possess good knowledge of web contents editing tools • Possess good knowledge of common web browsers • Possess basic knowledge of file transfer tools • Possess basic knowledge of web page testing • Possess in-depth knowledge of HTML • Possess good knowledge of the organisation documents standards and procedures 2. Perform simple web page update <ul style="list-style-type: none"> • Comprehend the web page enhancement requirements • Locate and obtain a recent copy of the concerned web page from backups or download from the web server • Obtain all the content materials to be used for updating the web page such as images, videos, links, etc. • Select the appropriate editing tool to maintain the web page, such as: text editor, Dreamweaver, Visual Studio, etc. • Edit the web page with the information as required, including but not limited to the following: <ul style="list-style-type: none"> • Add/remove text contents • Correct broken links or references • Insert new or delete old links or references • Perform headings, images and colour revision • Copy or upload the new version of the web page and other new contents to the web server, keeping the older version for rollback purpose • Test and confirm the changed web page are valid • Test the updated web page can function to all common web browsers • Perform after update procedures, including back up the new version of the web page, removing obsolete web contents from the web server, etc. • Complete documents of the updated web page that fulfills the organisation's guideline and procedures 3. Exhibit professionalism <ul style="list-style-type: none"> • Always protect the interest and image of the organisation • Apply industry best practices and web technologies when maintaining website • Ensure web contents complied with Intellectual Property and copyright laws

Specification of Competency Standards for ICT Operation and Support

Unit of Competency

Functional Area: Web Support

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Correctly maintain the web page using appropriate editing tools that fulfil designed requirements• Complete all necessary testing that complied with the organisation's procedures to ensure the web page functions as designed• Complete all the after update procedures that complied with the organisation standards
Remark	