Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Website Content Planning and Maintenance

Title	Manage Website Content
Code	107289L4
Description	In the e-business operation process, manage the data of the website back-end system and external system to achieve the website content control.
Level	4
Credit	6 （For Reference Only）

Competency	Performance Requirements
	1. Execute the website document information management method
	
	- Edit website content
	  - Edit information: text editor / short-cut function / direct image upload / other plug-in applications
	  - Support multiple document types: normal type / HTML type / external file type / external link type / multiple attachments support
	  - Support "WYSIWYG" edit style: article edit preview / image resource management / support of multiple formats of attached file / support of multiple attachments upload / attachments direct display / support of attachment download and delete
	- Review and share information
	  - Release information: static news release / dynamic news release
	- Manage comments
	  - Delete information: individual deletion / batch deletion
	  - List definition: list display definition / list dynamic arrangement / list filtering
	  - Search document: custom inquiry / full text search
	- Understand the source of network security threat
	  - Monitor website security to ensure user information security
	  - Implement security defensive measure to ensure user information security: apply user authentication technology to encrypt user information document for backup
	
	2. Exhibit professionalism
	
	- Not make damage to the interests of corporate and customers' behavior in any case.
	- In managing the website user information, strictly comply with the relevant regulations.

Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: - ensure no damage to the interests of corporates and users by using the website contents - comply with the relevant legal requirements when managing the contents of the website
Remark	