Unit Title: **Website Software**
Unit Level: **Level 1**
Unit Credit Value: **3**
GLH: **20**
LASER Unit Code: **CAJ023**
Ofqual Unit Code: **L/502/4630**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Plan and create web pages.	1.1	Identify what content and layout will be needed in the web page.
		1.2	Identify the purpose of the webpage and intended audience.
		1.3	Select and use a website design template to create a single web page.
		1.4	Enter or insert content for web pages so that it is ready for editing and formatting.
		1.5	Organise and combine information needed for web pages.
		1.6	Identify copyright and other constraints on using others' information.
		1.7	Identify what file types to use for saving content.
		1.8	Store and retrieve web files effectively, in line with local guidelines and conventions where available.
2.	Use website software tools to structure and format web pages.	2.1	Identify what editing and formatting to use to aid both clarity and navigation.
		2.2	Select and use website features to help the user navigate simple websites.
		2.3	Use appropriate editing and formatting techniques.
		2.4	Check web pages meet needs, using IT tools and making corrections as necessary.
3.	Publish web pages to the Internet or an intranet.	3.1	Upload content to a website.
		3.2	Respond appropriately to common problems when testing a web page.

Assessment Guidance:
NA

Additional Information:
NA