**Purpose**

The Unit Outline provides students with information on how the training and assessment for this unit will be conducted.

**1. Unit and VET Lecturer Details**

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| --- | --- |
| **Unit Code** | ICTICT301 |
| **Unit Title** | Create user documentation |
| **VET Lecturer Name** |  |
| **Location** |  |
| **Phone** |  |
| **Email** |  |
| **Application** | This unit describes the skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate.  It applies to individuals who may work under supervision with responsibility to support others in a range of information and communications technology (ICT) areas.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| **Attendance Details** | Attendance is recommended, participation may also include work experience and/or industry participation. |
| **Pre-requisite unit** | Nil |
| **Co-requisite unit** | Nil |
| **Work Health and Safety Instructions** | It is a requirement when on campus that you follow the WH&S guidelines of the University found in the [VET Student Guide.](http://www.cdu.edu.au/sites/default/files/mace/docs/VET-student-guide.pdf)  (http://www.cdu.edu.au/sites/default/files/mace/docs/VET-student-guide.pdf)  It is expected that you will adhere to the Work Health and Safety policies and when working in the office environment ergonomic principles must be observed. |

**2. Student Information**

|  |  |
| --- | --- |
| **Student Support** | Student Administration and Equity Services provide general counselling; complaint resolution; equity information, assistance and support; disability support; indigenous academic support; international student support; language, literacy and numeracy support; student accommodation.  More information is available at:  [Student Services](http://www.cdu.edu.au/studentservices/) (http://www.cdu.edu.au/studentservices/) or  [VET Student Guide.](http://www.cdu.edu.au/sites/default/files/mace/docs/VET-student-guide.pdf)  (http://www.cdu.edu.au/sites/default/files/mace/docs/VET-student-guide.pdf) |
| **Recognition of Prior Learning (RPL)** | If you believe you already have the knowledge and skills to be able to demonstrate competence in this unit speak with your VET Lecturer as you may be able to apply for [Recognition of Prior Learning](http://www.cdu.edu.au/prospectivestudents/studyingatcdu/pathwaystostudy-rpl) (RPL).  (http://www.cdu.edu.au/prospectivestudents/studyingatcdu/pathwaystostudy-rpl) |
| **Reasonable Adjustments** | In the event that you have difficulty understanding or completing the training or assessment due to a disability, language barrier or other difficulties, notify your lecturer as soon as possible. You will be able to discuss with your VET lecturer ways to make reasonable adjustments to the training and assessment process. For example, it may be possible to complete a written assessment verbally, use assistive technologies or have the environment and resources adapted. |
| **Academic Appeals and Complaints Resolution** | If you require an extension of time, special consideration, or appeal against a final result in a unit, you should speak directly to your VET Lecturer. If you are unable to satisfactorily resolve your concern you should refer to the CDU Student Handbook for the process and/or contact:  [Student Administration and Equity Services](http://www.cdu.edu.au/saes) (http://www.cdu.edu.au/saes) or  [Complaints Management Unit.](http://www.cdu.edu.au/strategicservices-governance/complaints) (http://www.cdu.edu.au/strategicservices-governance/complaints). |

**3. Unit Outcomes**

On completion of this unit you will be able to:

Produce user documentation that:

* meets business requirements
* caters for a diverse audience
* is clear and easy to navigate.

You will demonstrate this by showing that you can:

Develop a set of technical documents for a commercial web site you have created based upon a provided template.

**4. Unit Delivery Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session name** | **Date and time (duration)** | **Learning topic/activity** | **Resources required by students** | **Assessment task** |
| 1 | 2hr | **Introduction to HTML**   * Semantic Web * web page components * various browsers * naming conventions | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ | Checklist |
| 2 | 2hr | **Common HTML and best practice**   * Tags/Elements and attributes * Validation * Block and inline elements * DOM * Special Characters * Search Engine optimisation | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au |  |
| 3 | 2hr | **Introduction to CSS**   * Naming sections of the page * CSS * Box model * Colours * Measurement * Comments | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ |  |
| 4 | 2hr | **Forms and Tables**   * HTTP Requests * Get and Post * Security * Ajax * Tables | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ |  |
| 5 | 2hr | **Advanced CSS**   * Separation of concerns * Semantic HTML * Dynamic CSS * Javasctipt * Usability | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ |  |
| 6 | 2hr | **Working on Websites** | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ | Website |
| 7 | 2hr | **Technical documents** | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ | Technical Documents |

Your VET lecturer will provide you with a timetable which contains specific dates, times and locations of the delivery for this unit as well as information about how changes to the timetable will be communicated.

**5. Assessment Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment task number** | **Assessment task name** | **Resources required by students** | **Due date** | **Number of assessment attempts allowed** |
| 1 | Observation Checklist | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ | End of Session 1 | 2 |
| 2 | Website | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ | End of Session 6 | 2 |
| 3 | Technical Documents | WEBDEV0 web site  http://webdev0.brambling.cdu.edu.au/ | Two weeks after Session 7 | 2 |

Additional information about the assessment tasks will be provided to you by your lecturer in a Student Assessment Guide. The assessment tasks have been mapped to the Training Package units of competency and meet all the elements, performance and knowledge evidence and assessment conditions. More information on this unit can be found at [Training.gov.au.](http://training.gov.au/Home/Tga) (http://training.gov.au/Home/Tga).

If you cannot complete an assessment task by the due date you must make alternative arrangements with your VET Lecturer before the due date.

Feedback will be provided by your VET lecturer on each assessment task.

The final result for this unit will be recorded as Competency Achieved (**CA**), Not Yet Competent (**NYC**) or Insufficient Participation (**IP**). The results for individual assessment tasks will be recorded as Successful (**S**) and Unsuccessful (**U**). If you are deemed Unsuccessful for a task you will be advised by your VET lecturer and given the opportunity to resubmit.

Remember that your VET lecturer is your most important contact for information about assessment. Contact details are listed on the first page.