



CATAPULT

BSBEBU401

Review and maintain a website

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBEBU401.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBEBU401/>

Trainer/assessor guide

BSBEBU401

Review and maintain a website

Welcome to this unit of study

This unit describes the skills and knowledge required to undertake data analysis, review website content, and update and maintain a website.

It applies to individuals who have knowledge of the relationship between a website and the core functions of an organisation. They also have working knowledge and skills to perform basic updates to website content. They may provide administrative support within an organisation or be other individuals who have been delegated this responsibility.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Review website content and use	5
Customer and user feedback	5
Automatically collected website data	11
Recommendations on changes.....	17
Cost implications.....	19
Check your understanding	21
Topic 2: Update website	23
Superseded and inaccurate information	23
Protocols for ensuring accuracy	27
Removing and adding services	30
Rectifying discrepancies.....	31
Security procedures	33
Check your understanding	35
Topic 3: Carry out non-technical site maintenance.....	37
Confirming website faults.....	37
New web pages and/or active links	41
Website changes and marketing strategies	44
Check your understanding	47
References.....	49
Assessment workbook	51
Unit information	53
What is competency-based assessment?.....	54
How will my competency be assessed?.....	55
Assessment agreement	56
Foundation skills checklist.....	57
Skills recognition.....	58
Topic 1: Review website content and use	59
Topic 2: Update website	60
Topic 3: Carry out non-technical site maintenance.....	61
Knowledge questions	62
Topic 1: Review website content and use	63
Topic 2: Update website	68
Topic 3: Carry out non-technical site maintenance.....	75
Topic 4: Specific knowledge evidence	80
Performance tasks.....	81
Third party evidence collection agreement	82
Topic 1: Review website content and use	83
Topic 2: Update website	84
Topic 3: Carry out non-technical site maintenance.....	86

Completion record..... 88
Unit mapping and assessment checklist 89
Trainer/ assessor user instructions..... 91

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Review website content and use
- » Update website
- » Carry out non-technical site maintenance

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
