



# Skills for Employment Investment Program (SEIP)

**ASSESSMENT TOOL**

**FOR**

**WEB DESIGN**

***(IT SECTOR)***

**Finance Division, Ministry of Finance  
Government of the People's Republic of Bangladesh**

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## **PART A – THE ASSESSOR**

### **Instructions to Assessor**

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Assessment is the process of identifying a candidate's skills and knowledge set against the industry established standards in the workplace. It requires the candidate to consistently and over time demonstrate skills, knowledge and attitude that enable confident completion of workplace tasks in a variety of situations.

In judging assessment evidence, the assessor must ensure that the evidence is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the endorsed competency standard)
- reliable (show that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of work covered by the endorsed unit of competency)
- sufficient (covers the full range of elements in the relevant unit of competency)

There are a number of assessment methods that may be employed including but not limited to:

- written examination
- oral questioning
- practical demonstration

A single unit of competency may be assessed or a group of units of competency may be assessed, either in an actual workplace or a simulated workplace environment.

### **Conducting Assessment**

Prior to commencement of assessment, candidates must have the tasks clearly explained to them. Also, the assessor should provide candidates with clear advice and information about the:

- date, time and place for assessment
- structure of assessment
- number of times performance must be demonstrated or observed
- amount or type of assistance candidates can expect
- assessment environment
- resources required for assessment
- performance standards or benchmarks relevant to the qualification

As well as informing the candidate of what they will be required to do during the assessment, the assessor will also need to explain what evidence they will need to provide in response to the various assessment tasks.

If a candidate is required to submit evidence, any explanation must include specific guidance on:

- what to include as evidence
- how to present the evidence
- how to submit the evidence and to whom

## **Assessing Competence**

Competency-based assessment does not award grades, but simply identifies if the candidate has the skills, knowledge and attitudes to undertake the required task to the specified standard.

Therefore, when assessing competency an assessor has two possible results (assessment decisions) that can be awarded:

- Competent (C)
- Not Yet Competent (NYC)

### Competent (C)

If the candidate is able to successfully answer and demonstrate what is required to the expected standard of the assessment criteria, they will be deemed as 'Competent'.

The assessor will award 'Competent' if they feel the candidate has the necessary skills, knowledge and attitudes in all assessment tasks for a given package.

### Not Yet Competent (NYC)

If the candidate is unable to answer and demonstrate competency to the expected standard, they will be deemed to be 'Not Yet Competent'.

This does not mean the candidate will need to complete all the assessment tasks again. When applying for reassessment, the focus will be on the specific assessment tasks that were not performed to the required standard.

The candidate may be required to:

- (a) undertake further training or instruction
- (b) undertake the specific assessment task again until they are deemed to be competent

## **Recording Assessment Information**

When all assessment tasks are concluded, the evidence summary sheet should be completed, signed by all parties, and any outstanding activities or issues actioned.

The assessor should ensure that all appropriate forms are completed and signed by all parties.

| <b>CHECKLIST FOR ASSESSOR</b>  |                 |                |
|--|-----------------|----------------|
| <b>Prior to the assessment I have:</b>   | <b>Tick (✓)</b> | <b>Remarks</b> |
| Ensured the candidate is informed about the venue and schedule of assessment.  |                 |                |
| Received current copies of the assessment criteria to be assessed, assessment plan and evidence plan.  |                 |                |
| Reviewed the assessment criteria and evidence plan to ensure I clearly understood the instructions and the requirements of the assessment process.   |                 |                |
| Identified and accommodated any special needs of the candidate.  |                 |                |
| Checked the set-up and resources for the assessment.   |                 |                |
| <b>During the assessment I have:</b>   |                 |                |
| Introduced myself and confirmed identities of candidates.  |                 |                |
| Collected the admission slips.   |                 |                |
| Put candidates at ease by being friendly and helpful.  |                 |                |
| Checked completed self-assessment guide.   |                 |                |
| Explained to candidates the purpose, context and benefits of the assessment.   |                 |                |
| Ensured candidates understood the assessment process and the assessment procedure.   |                 |                |
| Provided candidates with an overview of the assessment criteria to be used.  |                 |                |
| Gave specific and clear instructions to the candidates.  |                 |                |
| Observed carefully the specified time limits provided in the assessment package.   |                 |                |
| Stayed at the assessment area during the entire duration of the assessment activity.   |                 |                |
| Ensured notes are made on unusual conditions or situations during the assessment and include these in the report.  |                 |                |
| Did not provide any assistance during the assessment or indicated in any way whether the candidate is or is not performing the activity correctly (intervened only for health and safety reasons). |                 |                |

|   |  |  |
|---|--|--|
| Implemented the evidence gathering process and ensured its validity, reliability, fairness and flexibility.   |  |  |
| Collected appropriate evidence and matched relevance to the elements, performance criteria, range of variables and evidence guide in the relevant units of competency.  |  |  |
| Explained the results reporting procedure to the candidate.   |  |  |
| Encouraged candidates to seek clarifications if in doubt about the pre- and post-assessment activity procedures.  |  |  |
| Asked candidates for feedback on the assessment.  |  |  |
| Explained legal, health and safety, and ethical issues, if applicable.  |  |  |
| <b>After the assessment I have:</b>   |  |  |
| <p>Provided feedback on the assessment decision. This includes the following:</p> <ul style="list-style-type: none"> <li>▪ clear and constructive feedback on the assessment decision</li> <li>▪ information on ways of addressing any identified gaps in competency revealed by the assessment</li> <li>▪ opportunity to discuss the assessment process and outcome</li> <li>▪ information on reassessment process (if necessary)</li> <li>▪ information on appeal (if necessary)</li> </ul> |  |  |
| <p>Prepared the necessary assessment reports. This includes the following:</p> <ul style="list-style-type: none"> <li>▪ record the assessment decision using the prescribed rating sheet</li> <li>▪ maintain records of the assessment procedures, evidence collected and assessment decision</li> <li>▪ endorse assessment decision to BTEB</li> <li>▪ prepare recommendations for the issuance of certificate</li> </ul>  |  |  |
| Thanked candidate for participating in the assessment.  |  |  |

## Assessment Evidence Guide

The purpose of assessment is to confirm that an individual can perform to the standards expected by in the workplace, as expressed in the competency standards.

To attain the certificate of **Web Design**, a candidate must demonstrate competent skill and knowledge in all the units of competency listed below. Upon successful completion of all assessment activities, a candidate shall be awarded with a certificate.

| CODE                                    | UNIT OF COMPETENCY   |
|---|--|
| <b>Generic Competencies</b>             |  |
| SEIP-IT-WDN-01-G                        | Perform computations using basic mathematical concepts                     |
| SEIP-IT-WDN-02-G                        | Apply occupational health and safety (OHS) practice in the workplace       |
| SEIP-IT-WDN-03-G                        | Communicate in English in the workplace                                    |
| SEIP-IT-WDN-04-G                        | Work in a self-directed team   |
| <b>Sector-specific Competencies</b>     |  |
| SEIP-IT-WDN-01-S                        | Operate a personal computer and use office application                     |
| SEIP-IT-WDN-02-S                        | Type Documents in Bangla and English                                       |
| SEIP-IT-WDN-03-S                        | Send and retrieve information using email, web browsers, video/audio tools |
| SEIP-IT-WDN-04-S                        | Comply to ethical standards in IT workplace                                |
| <b>Occupation-specific Competencies</b> |  |
| SEIP-IT-WDN-01-O                        | Recognise the Web  |
| SEIP-IT-WDN-02-O                        | Setup development environment  |
| SEIP-IT-WDN-03-O                        | Work with HTML   |
| SEIP-IT-WDN-04-O                        | Work with Cascading Style Sheets (CSS)                                     |
| SEIP-IT-WDN-05-O                        | Perform graphic design aesthetic   |
| SEIP-IT-WDN-06-O                        | Develop with Java Script & JQUERY  |
| SEIP-IT-WDN-07-O                        | Apply web design tools   |
| SEIP-IT-WDN-08-O                        | Work with Bootstrap Framework  |

## Assessment Evidence Plan

An assessment evidence plan is a document that assists in establishing what evidence needs to be collected by the assessor to ensure that the candidate meets all the appropriate requirements of the competency standard. It usually contains a record of:

- evidence requirements as set out in the competency standard
- who will collect the evidence
- time period needed to collect the evidence

|   |  |                  |  |          |          |          |
|---|--|------------------|--|----------|----------|----------|
| <b>Occupation:</b>  | Web Design   |                  |  |          |          |          |
| <b>Unit Name:</b>   | Perform computations using basic mathematical concepts                         |                  |  |          |          |          |
| <b>Unit Code:</b>   | SEIP-IT-WDN-01-G   |                  |  |          |          |          |
| <b>Assessment Method:</b>   | <b>P</b>   | <b>O</b>         | <b>W</b>   |          |          |          |
|   | Performance<br><i>(including demonstration and observation)</i>                | Oral questioning | Written examination<br><i>(including short-answer, multiple choice, and true or false questions)</i> |          |          |          |
| <b>Element</b>  | <b>Performance Criteria</b>  |                  |  | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Identify calculation requirements in the workplace               | 1.1. Calculation requirements are identified from workplace information.       |                  |  |          |          | √        |
| 2. Select appropriate mathematical methods/concepts for calculation | 2.1. Appropriate method is selected to carry out the calculation requirements. |                  |  |          |          | √        |
| 3. Use tool/instrument to perform calculations                      | 3.1. Calculations are completed using appropriate tools and instruments.       |                  |  |          |          | √        |

|   |   |                  |  |          |          |          |
|---|---|------------------|--|----------|----------|----------|
| <b>Occupation:</b>                      | Web Design  |                  |  |          |          |          |
| <b>Unit Name:</b>                       | Apply occupational health and safety (OHS) practice in the workplace                          |                  |  |          |          |          |
| <b>Unit Code:</b>                       | SEIP-IT-WDN-02-G  |                  |  |          |          |          |
| <b>Assessment Method:</b>               | <b>P</b>  | <b>O</b>         | <b>W</b>   |          |          |          |
|   | Performance<br><i>(including demonstration and observation)</i>                               | Oral questioning | Written examination<br><i>(including short-answer, multiple choice, and true or false questions)</i> |          |          |          |
| <b>Element</b>                          | <b>Performance Criteria</b>   |                  |  | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Identify OHS policies and procedures | 1.1. OHS policies and safe operating procedures are read and understood.                      |                  |  |          |          | √        |
|   | 1.2. Safety signs and symbols are identified and followed.                                    |                  |  | √        |          |          |
|   | 1.3. Emergency response, evacuation procedures and other contingency measures are determined. |                  |  |          |          | √        |



|   |  |   |   |   |
|---|--|---|---|---|
| 2. Apply personal health and safety practices | 2.1. OHS policies and procedures are followed and practiced.                           | √ |   | √ |
|   | 2.2. Personal protective equipment is selected and used.                               | √ |   |   |
|   | 2.3. Personal hygiene is maintained.   | √ |   |   |
| 3. Report hazards and risks                   | 3.1. Hazards and risks are identified, assessed and controlled.                        | √ | √ |   |
|   | 3.2. Incidents arising from hazards and risks are reported to authority.               |   | √ |   |
|   | 3.3. Corrective actions are implemented to correct unsafe conditions in the workplace. |   |   | √ |
| 4. Respond to emergencies                     | 4.1. Alarms and warning devices are responded.   |   |   | √ |
|   | 4.2. Emergency response plans and procedures are implemented.                          |   | √ |   |
|   | 4.3. First aid procedure is applied during emergency situations.                       | √ |   |   |

|   |   |                  |   |          |          |          |
|---|---|------------------|---|----------|----------|----------|
| <b>Occupation:</b>                                    | Web Design  |                  |   |          |          |          |
| <b>Unit Name:</b>                                     | Communicate in English in the workplace   |                  |   |          |          |          |
| <b>Unit Code:</b>                                     | SEIP-IT-WDN-03-G  |                  |   |          |          |          |
| <b>Assessment Method:</b>                             | <b>P</b>  | <b>O</b>         | <b>W</b>  |          |          |          |
|   | Performance<br>(including demonstration and observation)  | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>  | <b>Performance Criteria</b>   |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Read and understand workplace documents in English | 1.1. Workplace documents are read and understood.   |                  |   |          |          | √        |
|   | 1.2. Visual information is interpreted.   |                  |   |          | √        |          |
| 2. Write simple workplace communications in English   | 2.1. Simple routine workplace documents are prepared using key words, phrases, simple sentences and visual aids are prepared. |                  |   |          |          | √        |
|   | 2.2. Key information is written in the appropriate places in standard forms.  |                  |   |          |          | √        |
| 3. Listen and comprehend to English conversations     | 3.1. Active listening is demonstrated.  |                  |   | √        | √        |          |
| 4. Perform conversations in English language          | 4.1. Conversation is performed in English with peers, customers and management to the required workplace standard.            |                  |   | √        | √        |          |

|  |  |                  |   |          |          |          |
|--|--|------------------|---|----------|----------|----------|
| <b>Occupation:</b>                             | Web Design   |                  |   |          |          |          |
| <b>Unit Name:</b>                              | Work in a self-directed team   |                  |   |          |          |          |
| <b>Unit Code:</b>                              | SEIP-IT-WDN-04-G   |                  |   |          |          |          |
| <b>Assessment Method:</b>                      | <b>P</b>   | <b>O</b>         | <b>W</b>  |          |          |          |
|  | Performance<br>(including demonstration and observation)   | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>                                 | <b>Performance Criteria</b>  |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Identify team goals and work processes      | 1.1. Team goals and collaborative decision-making processes are identified.  |                  |   |          |          | √        |
|  | 1.2. Roles and responsibilities of team members are identified.  |                  |   | √        |          |          |
|  | 1.3. Relationships within the team and with other workers are identified.  |                  |   | √        |          |          |
| 2. Communicate and cooperate with team members | 2.1. Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives  | √                |   |          |          | √        |
|  | 2.2. Formal and informal forms of communication are used effectively to support team achievement.                          | √                |   |          |          | √        |
|  | 2.3. Diversity in character is respected and valued in team functioning.   | √                | √   |          |          |          |
|  | 2.4. Views and opinions of other team members are understood and valued.   | √                | √   |          |          |          |
|  | 2.5. Workplace terminology is used correctly to assist communication.  | √                |   |          |          | √        |
| 3. Work as a team member                       | 3.1. Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team.       |                  |   |          |          | √        |
|  | 3.2. Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures. |                  |   |          |          | √        |
|  | 3.3. Team member's support with other members is made to ensure team achieves goals, awareness and requirements.           |                  |   | √        |          |          |
|  | 3.4. Agreed reporting lines are followed using standard operating procedure.   |                  |   |          |          | √        |
| 4. Solve problems as team member               | 4.1. Current and potential problems faced by team are identified.  |                  |   |          |          | √        |
|  | 4.2. A solution to the problem is identified.  |                  |   | √        |          |          |
|  | 4.3. Problems are solved effectively and the outcome of the implemented solution is evaluated.                             |                  |   | √        |          |          |

|   |  |                  |   |          |          |          |
|---|--|------------------|---|----------|----------|----------|
| <b>Occupation:</b>  | Web Design   |                  |   |          |          |          |
| <b>Unit Name:</b>   | Operate a personal computer and use office application   |                  |   |          |          |          |
| <b>Unit Code:</b>   | SEIP-IT-WDN-01-S   |                  |   |          |          |          |
| <b>Assessment Method:</b>                                 | <b>P</b>   | <b>O</b>         | <b>W</b>  |          |          |          |
|   | Performance<br>(including demonstration and observation)   | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>  | <b>Performance Criteria</b>  |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Start and shut down the computer                       | 1.1. Peripheral devices are checked for correct connection, position and usability.  |                  |   |          |          | √        |
|   | 1.2. Input electrical parameters of the device are checked in accordance with peripheral device specification.   |                  |   |          |          | √        |
|   | 1.3. Power of computer and other peripheral devices are switched on.   | √                |   |          |          |          |
|   | 1.4. All open applications programs are logged out in accordance with standard application procedure.  | √                |   |          |          |          |
|   | 1.5. All open files/documents are exited.  |                  | √   |          |          |          |
|   | 1.6. Personal computer is shut down in accordance with standard shut off procedure.  | √                |   |          |          |          |
|   | 1.7. The computer and other peripherals are switched off and unplugged power supply in accordance with standard procedure.                               | √                |   |          |          |          |
| 2. Access basic system information                        | 2.1. User name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens are inserted. |                  |   |          |          | √        |
|   | 2.2. PC desktop environment/Graphical User Interface (GUI) settings is arranged and customised.  |                  |   |          |          | √        |
|   | 2.3. The operating system information is identified.   |                  | √   |          |          |          |
|   | 2.4. System configuration and application versions in operation are navigated.   | √                |   |          |          |          |
|   | 2.5. On-line help functions are used as required.  | √                |   |          |          | √        |
| 3. Work with files, folders and user application programs | 3.1. Desktop environment is navigated and manipulated.   | √                |   |          |          |          |
|   | 3.2. Desktop icons are selected, opened and closed to access application programs.   | √                |   |          |          |          |
|   | 3.3. Application windows and return to desktop original condition are manipulated.   | √                |   |          |          |          |
|   | 3.4. Basic directory and sub-directories are created and named.  |                  | √   |          |          |          |
|   | 3.5. Attributes of directories are identified.   |                  |   |          |          | √        |

|                           |  |   |   |   |
|---------------------------|--|---|---|---|
|                           | <b>3.6.</b> Files for user and organisation requirements are created and organised.                    | √ | √ |   |
|                           | <b>3.7.</b> Data are entered into the desired office application in accordance with work requirements. | √ |   | √ |
|                           | <b>3.8.</b> Files are copied and saved to available data storage/disk drives.                          | √ |   |   |
| <b>4.</b> Print documents | <b>4.1.</b> Printer settings, if required, are entered into the program.                               | √ |   |   |
|                           | <b>4.2.</b> Default printer is changed where necessary.  |   | √ |   |
|                           | <b>4.3.</b> Print command is entered to effect printing of documents.                                  |   | √ |   |
|                           | <b>4.4.</b> Adjust document print output where necessary.  |   | √ |   |

|  |   |                  |   |          |          |          |
|--|---|------------------|---|----------|----------|----------|
| <b>Occupation:</b>                                     | Web Design  |                  |   |          |          |          |
| <b>Unit Name:</b>                                      | Type documents in Bangla and English  |                  |   |          |          |          |
| <b>Unit Code:</b>                                      | SEIP-IT-WDN-02-S  |                  |   |          |          |          |
| <b>Assessment Method:</b>                              | <b>P</b>  | <b>O</b>         | <b>W</b>  |          |          |          |
|  | Performance<br>(including demonstration and observation)  | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>   | <b>Performance Criteria</b>   |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| <b>1.</b> Install the application                      | <b>1.1.</b> Specialised utilities for typing Bangla and English are installed and available.                        |                  |   | √        |          |          |
| <b>2.</b> Select appropriate tools and keyboard layout | <b>2.1.</b> Appropriate tools are selected for typing.  |                  |   | √        |          |          |
|  | <b>2.2.</b> Appropriate keyboard layout is selected.  |                  |   | √        |          |          |
| <b>3.</b> Type document using different style format   | <b>3.1.</b> Document content is typed with different format.  |                  |   | √        |          |          |
|  | <b>3.2.</b> Document is typed at a minimum speed in English and in Bangla in accordance with workplace requirements |                  |   | √        |          |          |

|                           |  |                  |   |  |  |
|---------------------------|--|------------------|---|--|--|
| <b>Occupation:</b>        | Web Design   |                  |   |  |  |
| <b>Unit Name:</b>         | Send and retrieve information using email, web browsers, video/audio tools |                  |   |  |  |
| <b>Unit Code:</b>         | SEIP-IT-ITS-03-S   |                  |   |  |  |
| <b>Assessment Method:</b> | <b>P</b>   | <b>O</b>         | <b>W</b>  |  |  |
|                           | Performance<br>(including demonstration and observation)                   | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |  |  |

| Element                                       | Performance Criteria   | P | O | W |
|---|--|---|---|---|
| 1. Access the internet                        | 1.1. Internet browser is opened and a home page is set.  | √ |   |   |
| 2. Search the internet                        | 2.1. Search engine is located and selected.  | √ |   | √ |
|   | 2.2. Search engine is used to search for information   | √ |   |   |
| 3. Research and apply 'netiquette' principals | 3.1. Netiquette' (or web etiquette) principles are applied when working with emails and browsing.            |   | √ |   |
|   | 3.2. Rules of good online manners from at least two netiquette sites are reviewed.                           |   | √ |   |
| 4. Organise and send message                  | 4.1. Email application package is used to create a new email.  |   | √ |   |
|   | 4.2. Email message is sent.  |   | √ |   |
|   | 4.3. Email messages are replied to and forwarded as appropriate, using the carbon copy and forward features. |   | √ |   |
|   | 4.4. Attachment and/or email is opened and saved to relevant folders.  |   |   | √ |
|   | 4.5. Email message is deleted as required.   |   | √ |   |
|   | 4.6. Inbox is sorted according to sender's name and date received.   |   | √ |   |

|  |  |                  |  |          |
|--|--|------------------|--|----------|
| <b>Occupation:</b>                       | Web Design   |                  |  |          |
| <b>Unit Name:</b>                        | Comply to ethical standards in IT workplace  |                  |  |          |
| <b>Unit Code:</b>                        | SEIP-IT-WDN-04-S   |                  |  |          |
| <b>Assessment Method:</b>                | <b>P</b>   | <b>O</b>         | <b>W</b>   |          |
|  | Performance (including demonstration and observation)  | Oral questioning | Written examination (including short-answer, multiple choice, and true or false questions) |          |
| <b>Element</b>                           | <b>Performance Criteria</b>  | <b>P</b>         | <b>O</b>   | <b>W</b> |
| 1. Uphold the interests of clients       | 1.1. Customers/clients views are respected at all times.   |                  |  | √        |
|  | 1.2. Confidentiality of information is upheld in accordance with organizational policies, national legislation and workplace policies. |                  | √  |          |
|  | 1.3. Potential conflicts of interest are identified and involved parties of potential conflicts are notified.                          |                  | √  |          |
|  | 1.4. Proprietary rights of client/customer is asserted.  |                  | √  |          |
| 2. Deliver quality products and services | 2.1. Products and services are provided that match the operational and financial needs of clients.                                     | √                |  |          |
|  | 2.2. Work is completed to industry and international standards.  | √                |  |          |

|   |  |   |   |   |
|---|--|---|---|---|
|   | <b>2.3.</b> Quality processes are implemented when developing products and services.                     |   | √ |   |
| <b>3.</b> Demonstrate professionalism at work | <b>3.1.</b> Work processes are delivered effectively and efficiently within known standards.             |   |   | √ |
|   | <b>3.2.</b> Skills, knowledge and qualifications are presented in a professional manner.                 |   | √ |   |
|   | <b>3.3.</b> Services and products developed by self and others are correctly delivered.                  |   | √ |   |
|   | <b>3.4.</b> Unbiased and objective information are provided to clients.                                  |   | √ |   |
|   | <b>3.5.</b> Realistic estimates for time, cost and delivery of outputs are presented during negotiation. |   | √ |   |
| <b>4.</b> Obey workplace code of conduct      | <b>4.1.</b> Workplace code of conduct is followed.   | √ | √ |   |

|   |   |                  |   |          |          |          |
|---|---|------------------|---|----------|----------|----------|
| <b>Occupation:</b>                            | Web Design  |                  |   |          |          |          |
| <b>Unit Name:</b>                             | Recognise the web   |                  |   |          |          |          |
| <b>Unit Code:</b>                             | SEIP-IT-WDN-01-O  |                  |   |          |          |          |
| <b>Assessment Method:</b>                     | <b>P</b>  | <b>O</b>         | <b>W</b>  |          |          |          |
|   | Performance<br>(including demonstration and observation)                      | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>                                | <b>Performance Criteria</b>   |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| <b>1.</b> Identify client server architecture | <b>1.1.</b> Client server architecture/structure is identified.               |                  |   |          |          | √        |
|   | <b>1.2.</b> Different types of network and their functionality is identified. |                  |   | √        |          |          |
|   | <b>1.3.</b> Different type of websites are categorised.                       |                  |   |          |          | √        |
| <b>2.</b> Identify the browser                | <b>2.1.</b> Web browser is identified   |                  |   | √        |          |          |
|   | <b>2.2.</b> Different types of web browser is introduced.                     |                  |   | √        |          |          |
|   | <b>2.3.</b> Installation and usage of different web browsers is demonstrated. | √                |   |          |          |          |
|   | <b>2.4.</b> Working with a web browser is explained.                          |                  |   | √        |          |          |
|   | <b>2.5.</b> Features/options of different web browsers are recognised.        |                  |   |          |          | √        |
|   | <b>2.6.</b> Cross browsers compatibility of websites is practiced.            |                  |   |          |          | √        |
| <b>3.</b> Use web design tools                | <b>3.1.</b> Web design language is understood.                                |                  |   |          |          | √        |
|   | <b>3.2.</b> Web design platform is used.                                      | √                |   |          |          |          |
|   | <b>3.3.</b> Web design software is used.                                      | √                |   |          |          |          |

|                                    |   |  |   |   |
|------------------------------------|---|--|---|---|
| 4. Explain role of web server      | 4.1. Web server is identified.                |  | √ |   |
|                                    | 4.2. Local web server is defined.             |  | √ |   |
|                                    | 4.3. Role of web server is explained.         |  |   | √ |
| 5. Explain role of database server | 5.1. Database server is defined.              |  |   | √ |
|                                    | 5.2. Roles of database server are identified. |  | √ |   |
|                                    | 5.3. Role of database server is explained.    |  | √ |   |

|                                      |  |                  |   |   |
|--------------------------------------|--|------------------|---|---|
| <b>Occupation:</b>                   | Web Design   |                  |   |   |
| <b>Unit Name:</b>                    | Setup development environment  |                  |   |   |
| <b>Unit Code:</b>                    | SEIP-IT-WDN-02-O   |                  |   |   |
| <b>Assessment Method:</b>            | <b>P</b>   | <b>O</b>         | <b>W</b>  |   |
|                                      | Performance<br>(including demonstration and observation)   | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |   |
| 1. Install local Web server          | 1.1. Tools and OS platform needed to install for local web server is identified.                   |                  |   | √ |
|                                      | 1.2. Local Web server is installed.  |                  | √   |   |
|                                      | 1.3. Local Web server is recognised  |                  | √   |   |
|                                      | 1.4. Local web server to test website performance is started.                                      |                  | √   |   |
| 2. Work with the tools of Web server | 2.1. Debugger is defined.  |                  |   | √ |
|                                      | 2.2. IDE (Integrated Development Environment), debugger, source control, source code is explained. |                  | √   |   |
| 3. Install FTP clients               | 3.1. FTP (File Transfer Protocol) client is installed.   |                  | √   |   |
|                                      | 3.2. FTP client is recognised.   |                  | √   |   |
|                                      | 3.3. FTP clients is used to upload or move files to web server.                                    |                  | √   |   |

|                           |  |                  |   |  |
|---------------------------|--|------------------|---|--|
| <b>Occupation:</b>        | Web Design   |                  |   |  |
| <b>Unit Name:</b>         | Work with HTML   |                  |   |  |
| <b>Unit Code:</b>         | SEIP-IT-WDN-03-O   |                  |   |  |
| <b>Assessment Method:</b> | <b>P</b>   | <b>O</b>         | <b>W</b>  |  |
|                           | Performance<br>(including demonstration and observation) | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |  |

| Element                                 | Performance Criteria  | P | O | W |
|---|---|---|---|---|
| 1. Recognize HTML                       | 1.1. Entities and attributes of HTML (Hypertext Mark-up Language) is explained. |   |   | √ |
|   | 1.2. HTML of a website is written.  |   | √ |   |
|   | 1.3. HTML concepts is implemented.  | √ |   |   |
|   | 1.4. HTML is implemented in software.   | √ |   |   |
| 2. Work with HTML                       | 2.1. HTML forms are identified.   | √ |   |   |
|   | 2.2. HTML form elements are used.   | √ |   |   |
|   | 2.3. HTML input types are used.   | √ |   |   |
|   | 2.4. HTML input attributes are used.  | √ |   |   |
|   | 2.5. HTML graphics are used.  | √ |   |   |
|   | 2.6. HTML media is used.  | √ |   |   |
| 3. Apply the fundamentals of typography | 3.1. Typography is defined.   |   | √ |   |
|   | 3.2. Different lettering styles are described.                                  |   |   | √ |
|   | 3.3. Guidelines for print typography is described and applied.                  |   | √ |   |
|   | 3.4. The role of typography on the web is described.                            |   | √ |   |
|   | 3.5. Guidelines for web typography is described and applied.                    | √ |   |   |

|                           |  |                  |   |          |
|---------------------------|--|------------------|---|----------|
| <b>Occupation:</b>        | Web Design   |                  |   |          |
| <b>Unit Name:</b>         | Work with cascading style sheets (CSS)                   |                  |   |          |
| <b>Unit Code:</b>         | SEIP-IT-WDN-04-O   |                  |   |          |
| <b>Assessment Method:</b> | <b>P</b>   | <b>O</b>         | <b>W</b>  |          |
|                           | Performance<br>(including demonstration and observation) | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |
| <b>Element</b>            | <b>Performance Criteria</b>                              | <b>P</b>         | <b>O</b>  | <b>W</b> |
| 1. Explain CSS            | 1.1. CSS (Cascading Style Sheet) is understood.          |                  |   | √        |
|                           | 1.2. Role of CSS is explained.                           |                  | √   |          |
| 2. Apply CSS              | 2.1. CSS is applied.                                     | √                |   |          |
|                           | 2.2. Basic concepts of CSS is implemented.               | √                |   |          |
|                           | 2.3. CSS box model and positioning is explained.         | √                |   |          |
|                           | 2.4. CSS transition and gradients are explained.         | √                |   |          |



|                               |   |   |   |   |
|-------------------------------|---|---|---|---|
|                               | <b>2.5.</b> 2D/3D transformation and animation is applied.  | √ |   |   |
| <b>3.</b> Explain Media Query | <b>3.1.</b> Media Query is explained with CSS.  | √ |   |   |
| <b>4.</b> Work with SASS      | <b>4.1.</b> SASS (Syntactically Awesome Style Sheet) or style sheet language (LESS) is explained. |   | √ |   |
|                               | <b>4.2.</b> Variables and nesting is demonstrated.  |   |   | √ |
|                               | <b>4.3.</b> Related tools is used.  | √ |   |   |

|   |  |                  |   |          |          |          |
|---|--|------------------|---|----------|----------|----------|
| <b>Occupation:</b>                        | Web Design   |                  |   |          |          |          |
| <b>Unit Name:</b>                         | Perform graphic design aesthetic   |                  |   |          |          |          |
| <b>Unit Code:</b>                         | SEIP-IT-WDN-05-O   |                  |   |          |          |          |
| <b>Assessment Method:</b>                 | <b>P</b>   | <b>O</b>         | <b>W</b>  |          |          |          |
|   | Performance<br>(including demonstration and observation)                           | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>                            | <b>Performance Criteria</b>  |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| <b>1.</b> Install and work with Photoshop | <b>1.1.</b> Photoshop is installed.  |                  | √   |          | √        |          |
|   | <b>1.2.</b> Photoshop environment is introduced.                                   |                  |   | √        |          |          |
|   | <b>1.3.</b> Images are added and transformed.                                      |                  | √   |          |          |          |
|   | <b>1.4.</b> Layers are recognised.   |                  | √   |          |          |          |
|   | <b>1.5.</b> Smart objects vs normal layers is introduced.                          |                  |   | √        |          |          |
| <b>2.</b> Create and/or work with image   | <b>2.1.</b> Basic shape is created using the pen tool of the selected application. |                  | √   |          |          |          |
|   | <b>2.2.</b> Desired colour is selected and applied.                                |                  | √   |          |          |          |
|   | <b>2.3.</b> Desired shadow is selected where applicable.                           |                  |   |          | √        |          |
|   | <b>2.4.</b> Text is added in accordance with project design requirement.           |                  | √   |          |          |          |
|   | <b>2.5.</b> Background gradient is added where desirable.                          |                  |   | √        |          |          |
|   | <b>2.6.</b> Logo, icon and banner design are completed and used                    |                  | √   |          |          |          |
| <b>3.</b> Carry-out layout design         | <b>3.1.</b> The “mysteries” behind screen size and resolution is decoded.          |                  |   |          | √        |          |
|   | <b>3.2.</b> Images as JPEG, GIF, or PNG files optimised.                           |                  |   |          | √        |          |
|   | <b>3.3.</b> Layout design is carried-out.  |                  |   |          | √        |          |

|                    |            |
|--------------------|------------|
| <b>Occupation:</b> | Web Design |
|--------------------|------------|

|                             |   |                  |   |          |          |          |
|-----------------------------|---|------------------|---|----------|----------|----------|
| <b>Unit Name:</b>           | Work with Java Script and jQuery  |                  |   |          |          |          |
| <b>Unit Code:</b>           | SEIP-IT-WDN-06-O  |                  |   |          |          |          |
| <b>Assessment Method:</b>   | <b>P</b>  | <b>O</b>         | <b>W</b>  |          |          |          |
|                             | Performance<br>(including demonstration and observation)                      | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>              | <b>Performance Criteria</b>   |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Identify JavaScript Core | 1.1. Java Script core components are identified.                              |                  |   |          |          | √        |
|                             | 1.2. The basic Java Scripting concepts are explained                          |                  |   |          |          | √        |
| 2. Introduce BOM and DOM    | 2.1. BOM (Browser Object Model) and DOM (Document Object Model) is described. |                  |   |          |          | √        |
|                             | 2.2. BOM and DOM are applied.   |                  |   |          | √        |          |
| 3. Work with Java Script    | 3.1. Java Script is written and debugged.                                     |                  |   |          |          | √        |
|                             | 3.2. Java Script library is used.   |                  |   | √        |          |          |
|                             | 3.3. Navigation skill is displayed.   |                  |   |          | √        |          |

|  |   |                  |   |          |          |          |
|--|---|------------------|---|----------|----------|----------|
| <b>Occupation:</b>                     | Web Design  |                  |   |          |          |          |
| <b>Unit Name:</b>                      | Apply web design tools                                      |                  |   |          |          |          |
| <b>Unit Code:</b>                      | SEIP-IT-WDN-07-O  |                  |   |          |          |          |
| <b>Assessment Method:</b>              | <b>P</b>  | <b>O</b>         | <b>W</b>  |          |          |          |
|  | Performance<br>(including demonstration and observation)    | Oral questioning | Written examination<br>(including short-answer, multiple choice, and true or false questions) |          |          |          |
| <b>Element</b>                         | <b>Performance Criteria</b>                                 |                  |   | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Apply web design platform or editor | 1.1. Notepad is used.                                       |                  |   | √        |          |          |
|  | 1.2. Effective use of MS FrontPage is displayed.            |                  |   |          | √        |          |
|  | 1.3. Macromedia Dream Weaver is introduced.                 |                  |   |          |          | √        |
|  | 1.4. Web design platform or editor is applied               |                  |   |          |          | √        |
| 2. Apply web design software and CMS   | 2.1. Joomla is introduced.                                  |                  |   |          |          | √        |
|  | 2.2. Drupal is introduced.                                  |                  |   |          | √        |          |
|  | 2.3. WordPress is introduced.                               |                  |   |          | √        |          |
|  | 2.4. Effective use of Joomla/Drupal/WordPress is explained. |                  |   |          |          | √        |
|  | 2.5. CMS (Content Management System) is applied.            |                  |   | √        |          |          |

|   |  |                  |  |          |          |          |
|---|--|------------------|--|----------|----------|----------|
| <b>Occupation:</b>  | Web Design   |                  |  |          |          |          |
| <b>Unit Name:</b>   | Work with bootstrap framework                                      |                  |  |          |          |          |
| <b>Unit Code:</b>   | SEIP-IT-WDN-08-O   |                  |  |          |          |          |
| <b>Assessment Method:</b>   | <b>P</b>   | <b>O</b>         | <b>W</b>   |          |          |          |
|   | Performance<br><i>(including demonstration and observation)</i>    | Oral questioning | Written examination<br><i>(including short-answer, multiple choice, and true or false questions)</i> |          |          |          |
| <b>Element</b>  | <b>Performance Criteria</b>  |                  |  | <b>P</b> | <b>O</b> | <b>W</b> |
| 1. Understand responsive website                                  | 1.1. Responsive website is understood.                             |                  |  |          | √        |          |
|   | 1.2. Advantages of responsive website is described.                |                  |  |          | √        |          |
|   | 1.3. Advantages of bootstrap in responsive website is described.   |                  |  |          |          | √        |
| 2. Work with bootstrap components to develop a responsive website | 2.1. Bootstrap is installed.                                       |                  |  |          |          | √        |
|   | 2.2. Bootstrap basic is described.                                 |                  |  |          | √        |          |
|   | 2.3. Thumbnail gallery and tabs are created and activated.         |                  |  |          |          | √        |
|   | 2.4. Bootstrap components is used to develop a responsive website. |                  |  | √        |          |          |
|   | 2.5. Mock-up is created and presented.                             |                  |  |          | √        |          |

## PART B – THE CANDIDATE

### Instructions to Candidate

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To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of these units of competency that comprise of the Certificate in Web Design. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

In judging the evidence, your assessor must ensure that the evidence is:

- authentic (your own work)
- valid (directly related to the current version of the units of competency)
- reliable (consistently demonstrates of your knowledge and skill)
- current (shows your current capacity to perform the work)
- sufficient (covers the full range of elements comprised within the units of competency)

Furthermore, the assessment process must:

- provide for valid, reliable, flexible and fair assessment
- provide for judgment to be made on the basis of sufficient evidence
- offer valid, authentic and current evidence
- include workplace requirements

There are two types of assessment:

1. Knowledge Assessment - is designed to enable assessment against the various *elements* contained within the units of competency through a variety of activities such as multiple choice, short-answer questions, oral questioning. It is essentially examining your theoretical knowledge.

This provides the assessor with substantial evidence of your knowledge and aptitude to perform the work relating to the specific unit of competency, in conjunction with other assessment tools such as workplace observation.

You should complete the knowledge assessment as directed by the assessor and follow all instructions as and when given. If you are unable to complete the knowledge assessment, please speak to the assessor about alternative assessment solutions.

2. Skill Assessment - is designed to enable assessment against the various *performance criteria* contained within the units of competency through, for example, demonstration of skill in a simulated or actual work environment. In essence, it is an examination of your practical ability.

This provides the assessor with substantial evidence of your ability to perform the work relating to the specific unit of competency to the standard expected by industry (the benchmark).

You should complete the skill assessment as directed by the assessor and follow all instructions as and when given, ensuring your own health and safety.

Once you have been assessed as competent against all of the units of competency comprising of the qualification being undertaken, you will be awarded your certificate.

Your assessor will discuss in more detail the requirements for assessment for each unit of competency at the appropriate time.

And please do not panic if you are not assessed as competent on any part of your qualification at your first attempt. Your assessor will discuss with you any identified skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

## Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria) to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

|   |  |           |
|---|--|-----------|
| <b>Qualification:</b>   | <b>Web Design</b>  |           |
| <b>Units of competency:</b>   | <p><b>Generic units:</b></p> <p>Perform computations using basic mathematical concepts</p> <p>Apply occupational health and safety (OHS) practice in the workplace</p> <p>Communicate in English in the workplace</p> <p>Work in a self-directed team</p> <p><b>Sector-specific units:</b></p> <p>Operate a personal computer and use office application</p> <p>Type documents in Bangla and English</p> <p>Send and retrieve information using email, web browsers, video/audio tools</p> <p>Comply to ethical standards in IT workplace</p> <p><b>Occupation-specific units:</b></p> <p>Recognise the Web</p> <p>Setup development environment</p> <p>Work with HTML</p> <p>Work with Cascading Style Sheets (CSS)</p> <p>Perform graphic design aesthetic</p> <p>Develop with Java Script &amp; JQUERY</p> <p>Apply web design tools</p> <p>Work with Bootstrap Framework</p> |           |
| <b>Instructions:</b>  |  |           |
| <ul style="list-style-type: none"> <li>▪ Read each of the questions in the left-hand column of the chart</li> <li>▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer</li> </ul> |  |           |
| <b>Can I?</b>   | <b>YES</b>   | <b>NO</b> |
| <ul style="list-style-type: none"> <li>▪ Identify calculation requirements from workplace information</li> </ul>  |  |           |

|   |  |  |
|---|--|--|
| ▪ Select appropriate method to carry out calculation requirements   |  |  |
| ▪ Complete calculations using appropriate tools and instruments   |  |  |
| ▪ Read and understand OHS policies and safe operating procedures  |  |  |
| ▪ Identify and follow safety signs and symbols  |  |  |
| ▪ Determine emergency response, evacuation procedures and other contingency measures                              |  |  |
| ▪ Follow and practice OHS policies and procedures   |  |  |
| ▪ Select and use personal protective equipment (PPE)  |  |  |
| ▪ Maintain personal hygiene   |  |  |
| ▪ Identify, assess and control hazards and risks  |  |  |
| ▪ Report incidents arising from hazards and risks to authority  |  |  |
| ▪ Implements corrective actions to correct unsafe conditions in the workplace                                     |  |  |
| ▪ Respond to alarms and warning devices   |  |  |
| ▪ Implement emergency response plans and procedures   |  |  |
| ▪ Apply first aid procedures during emergency situations  |  |  |
| ▪ Read and understand workplace documents   |  |  |
| ▪ Interpret visual information  |  |  |
| ▪ Prepare simple routine workplace documents using key words, phrases, simple sentences and visual aids           |  |  |
| ▪ Write key information in the appropriate places in standard forms   |  |  |
| ▪ Demonstrate active listening  |  |  |
| ▪ Perform conversation in English with peers, customers and management to the required workplace standard         |  |  |
| ▪ Identify team goals and collaborative decision making processes   |  |  |
| ▪ Identify roles and responsibilities of team members   |  |  |
| ▪ Identify relationship within team and with other workers are identified   |  |  |
| ▪ Use effective interpersonal skills to interact with team members and to contribute to activities and objectives |  |  |
| ▪ Use formal and informal forms of communication effectively to support team achievement                          |  |  |
| ▪ Respect and value diversity in character in team functioning  |  |  |
| ▪ Understand and value views and opinions of other team members   |  |  |
| ▪ Use workplace terminology correctly to assist communication   |  |  |
| ▪ Identify and clarify with team the duties, responsibilities, authorities, objectives and task requirements      |  |  |
| ▪ Perform tasks in accordance with organizational and team requirements, specifications and workplace procedures  |  |  |

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>▪ Make team member's support with other members to ensure team achieves goals, awareness and requirements</li> </ul>                                      |  |  |
| <ul style="list-style-type: none"> <li>▪ Follow agreed reporting lines using standard operating procedure</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Identify current and potential problems faced by team</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Identify a solution to the problem</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Solve problems effectively and the outcome of the implemented solution is evaluated</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Check peripheral devices for correct connection, position and usability</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Check input electrical parameters of the device in accordance with peripheral device specification</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Switch on power of computer and other peripheral devices</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Log out all open applications programs in accordance with standard application procedure</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Exit all open files/documents</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Shut down personal computer in accordance with standard shut off procedure</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Switch off the computer and other peripherals and unplug power supply in accordance with standard procedure.</li> </ul>                                 |  |  |
| <ul style="list-style-type: none"> <li>▪ Insert user name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>▪ Arrange and customize PC desktop environment/graphical user interface (GUI) settings</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Identify the operating system information</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Navigate system configuration and application versions in operation</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Use on-line help functions as required</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Navigate and manipulate desktop environment</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Select, open and close desktop icons to access application programs</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Work upon files, folders and application programs</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Manipulate application windows and returns to desktop original condition</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Create and name basic directory and sub-directory</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Identify attributes of directories</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Enter data into the desired office application in accordance with work requirements</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Copy and save files to available data storage/disk drives</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Enter print settings if required into the program</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>▪ Change default printer where necessary</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>▪ Enter print command to effect printing documents</li> </ul>   |  |  |



|   |  |  |
|---|--|--|
| ▪ Adjust document print output where necessary  |  |  |
| ▪ Install and make available specialized utilities for typing Bangla and English  |  |  |
| ▪ Select appropriate tools for typing   |  |  |
| ▪ Select appropriate keyboard layout for typing   |  |  |
| ▪ Type document content with different format   |  |  |
| ▪ Type document at a minimum speed in English and in Bangla in accordance with workplace requirements                           |  |  |
| ▪ Open internet browser and set home page   |  |  |
| ▪ Locate and select search engine   |  |  |
| ▪ Use search engine to search for information   |  |  |
| ▪ Apply netiquette' (or web etiquette) principles when working with emails and browsing   |  |  |
| ▪ Review rules of good online manners from at least two netiquette sites  |  |  |
| ▪ Use email application package to create a new email   |  |  |
| ▪ Send email message  |  |  |
| ▪ Reply email message and forward using the carbon as appropriate, using the carbon copy and forward features                   |  |  |
| ▪ Open and save attachment and/or email to relevant folders   |  |  |
| ▪ Delete email message as required  |  |  |
| ▪ Sort inbox according to senders name and date received  |  |  |
| ▪ Respect customers/clients views at all times  |  |  |
| ▪ Upheld confidentiality of information in accordance with organizational policies, national legislation and workplace policies |  |  |
| ▪ Identify potential conflicts of interest and notify involve parties of potential conflicts                                    |  |  |
| ▪ Assert propriety rights of client/customer  |  |  |
| ▪ Provide products and services that match the operational and financial needs of clients                                       |  |  |
| ▪ Complete work to industry and international standards   |  |  |
| ▪ Implement quality processes when developing products and services   |  |  |
| ▪ Deliver work processes effectively and efficiently within known standards   |  |  |
| ▪ Present skills, knowledge and qualifications in a professional manner   |  |  |
| ▪ Correctly deliver develop services and products by self and others  |  |  |
| ▪ Provide unbiased and objective information to clients   |  |  |

|   |  |  |
|---|--|--|
| ▪ Present realistic estimates for time, cost and delivery of outputs during negotiation   |  |  |
| ▪ Follow workplace code of conduct  |  |  |
| ▪ Identify client server architecture/structure   |  |  |
| ▪ Identify different types of network and their functionality                             |  |  |
| ▪ Categorize different type of websites   |  |  |
| ▪ Identify web browser  |  |  |
| ▪ Introduce different types of web browser  |  |  |
| ▪ Demonstrate installation and usage of different web browsers                            |  |  |
| ▪ Explain working with a web browser  |  |  |
| ▪ Recognize features/options of different web browsers                                    |  |  |
| ▪ Practiced cross browser compatibility of websites                                       |  |  |
| ▪ Understand web design language  |  |  |
| ▪ Use web design platform   |  |  |
| ▪ Use web design software   |  |  |
| ▪ Identify web server   |  |  |
| ▪ Define local web server   |  |  |
| ▪ Explain role of web server  |  |  |
| ▪ Define database server  |  |  |
| ▪ Identify roles of database server   |  |  |
| ▪ Explain role of database server   |  |  |
| ▪ Identify tools and OS Platform needed to install for Local web server                   |  |  |
| ▪ Install local web server  |  |  |
| ▪ Recognize local web server  |  |  |
| ▪ Start local web server to test website performance                                      |  |  |
| ▪ Define debugger   |  |  |
| ▪ Explain IDE (Integrated Development Environment), debugger, source control, source code |  |  |
| ▪ Install FTP (File Transfer Protocol) client   |  |  |
| ▪ Recognize FTP client  |  |  |
| ▪ Use FTP clients to upload or move files to web server                                   |  |  |
| ▪ Explain entities & attributes of HTML (Hypertext Mark-up Language)                      |  |  |
| ▪ Write HTML of a website   |  |  |
| ▪ Implement HTML concepts   |  |  |
| ▪ Implement HTML in software  |  |  |

|   |  |  |
|---|--|--|
| ▪ Identify HTML forms   |  |  |
| ▪ Use HTML form elements  |  |  |
| ▪ Use HTML input types  |  |  |
| ▪ Use HTML input attributes   |  |  |
| ▪ Use HTML Graphics   |  |  |
| ▪ Use HTML Media  |  |  |
| ▪ Define typography   |  |  |
| ▪ Describe different lettering styles   |  |  |
| ▪ Describe and apply guidelines for print typography                                |  |  |
| ▪ Describe the role of typography on the web  |  |  |
| ▪ Describe and apply guidelines for web typography                                  |  |  |
| ▪ Understand CSS (Cascading Style Sheets)   |  |  |
| ▪ Explain role of CSS   |  |  |
| ▪ Apply CSS   |  |  |
| ▪ Implement basic concepts of CSS   |  |  |
| ▪ Explain CSS box model and positioning   |  |  |
| ▪ Explain CSS transition and gradients  |  |  |
| ▪ Apply 2D/3D transformation and animation  |  |  |
| ▪ Explain media Query with CSS  |  |  |
| ▪ Explain SASS (Syntactically Awesome Style Sheets ) or style sheet language (LESS) |  |  |
| ▪ Demonstrate variables and nesting   |  |  |
| ▪ Use related tools   |  |  |
| ▪ Install Photoshop   |  |  |
| ▪ Introduce Photoshop environment   |  |  |
| ▪ Add and transform Images  |  |  |
| ▪ Recognize layers  |  |  |
| ▪ Introduce smart objects vs normal layers  |  |  |
| ▪ Create basic shape using the pen tool of the selected application                 |  |  |
| ▪ Select and apply desired colour   |  |  |
| ▪ Select desired shadow where applicable  |  |  |
| ▪ Add text in accordance with project design requirement                            |  |  |
| ▪ Add background gradient where desirable   |  |  |
| ▪ Complete and use logo, icon & banner design                                       |  |  |
| ▪ Decode the “mysteries” behind screen size and resolution                          |  |  |

|   |  |              |
|---|--|--------------|
| ▪ Optimize images as JPEG, GIF, or PNG files  |  |              |
| ▪ Carry-out layout design   |  |              |
| ▪ Identify JavaScript core components   |  |              |
| ▪ Explain the basic Java Scripting concepts   |  |              |
| ▪ Describe BOM (Browser Object Model) & DOM (Document Object Model)   |  |              |
| ▪ Apply BOM & DOM   |  |              |
| ▪ Write and debug JavaScript  |  |              |
| ▪ Use JavaScript library  |  |              |
| ▪ Display navigation skill  |  |              |
| ▪ Use notepad   |  |              |
| ▪ Display effective use of MS FrontPage   |  |              |
| ▪ Introduce macromedia Dreamweaver  |  |              |
| ▪ Apply web design platform   |  |              |
| ▪ Introduce Joomla  |  |              |
| ▪ Introduce Drupal  |  |              |
| ▪ Introduce word press  |  |              |
| ▪ Explain effective use of Joomla/ Drupal/ WordPress  |  |              |
| ▪ Apply CMS (Content Management System)   |  |              |
| ▪ Understand responsive website   |  |              |
| ▪ Describe advantages of responsive website   |  |              |
| ▪ Describe an advantage of bootstrap in responsive website  |  |              |
| ▪ Install bootstrap   |  |              |
| ▪ Describe bootstrap basic  |  |              |
| ▪ Create and activate thumbnail gallery and tabs  |  |              |
| ▪ Use bootstrap components to develop a responsive website  |  |              |
| ▪ Create and present mock-up  |  |              |
| I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes, and can only be accessed by concerned assessment personnel and my manager/supervisor. |  |              |
| <b>Candidate's signature:</b>   |  | <b>Date:</b> |

## PART C – THE ASSESSMENT

### Assessment Agreement - Web Design

---

The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of Web Design, you must demonstrate competence in the following units, as established in the assessment agreement:

| CODE                                    | UNIT OF COMPETENCY   |
|---|--|
| <b>Generic Competencies</b>             |  |
| SEIP-IT-WDN-01-G                        | Perform computations using basic mathematical concepts                     |
| SEIP-IT-WDN-02-G                        | Apply occupational health and safety (OHS) practice in the workplace       |
| SEIP-IT-WDN-03-G                        | Communicate in English in the workplace                                    |
| SEIP-IT-WDN-04-G                        | Work in a self-directed team   |
| <b>Sector-specific Competencies</b>     |  |
| SEIP-IT-WDN-01-S                        | Operate a personal computer and use office application                     |
| SEIP-IT-WDN-02-S                        | Type documents in Bangla and English                                       |
| SEIP-IT-WDN-03-S                        | Send and retrieve information using email, web browsers, video/audio tools |
| SEIP-IT-WDN-04-S                        | Comply to ethical standards in IT workplace                                |
| <b>Occupation-specific Competencies</b> |  |
| SEIP-IT-WDN-01-O                        | Recognise the Web  |
| SEIP-IT-WDN-02-O                        | Setup development environment  |
| SEIP-IT-WDN-03-O                        | Work with HTML   |
| SEIP-IT-WDN-04-O                        | Work with Cascading Style Sheets (CSS)                                     |
| SEIP-IT-WDN-05-O                        | Perform graphic design aesthetic   |
| SEIP-IT-WDN-06-O                        | Develop with Java Script & JQUERY  |
| SEIP-IT-WDN-07-O                        | Apply web design tools   |
| SEIP-IT-WDN-08-O                        | Work with Bootstrap Framework  |

After successful completion of learning and assessment, you shall be awarded with a certificate.

| Assessment Agreement  |  |
|---|--|
| <b>Occupation:</b>  | Web Design   |
| <b>Assessment Centre:</b>   |  |
| <b>Candidate Name:</b>  |  |
| <b>Assessor Name:</b>   |  |
| <b>Unit of Competency</b>   |  |
| <b>Generic Competencies</b>   |  |
| SEIP-IT-WDN-01-G  | Perform computations using basic mathematical concepts                     |
| SEIP-IT-WDN-02-G  | Apply occupational health and safety (OHS) practice in the workplace       |
| SEIP-IT-WDN-03-G  | Communicate in English in the workplace                                    |
| SEIP-IT-WDN-04-G  | Work in a self-directed team   |
| <b>Sector-specific Competencies</b>   |  |
| SEIP-IT-WDN-01-S  | Operate a personal computer and use office application                     |
| SEIP-IT-WDN-02-S  | Type documents in Bangla and English                                       |
| SEIP-IT-WDN-03-S  | Send and retrieve information using email, web browsers, video/audio tools |
| SEIP-IT-WDN-04-S  | Comply to ethical standards in IT workplace                                |
| <b>Occupation-specific Competencies</b>   |  |
| SEIP-IT-WDN-01-O  | Recognise the Web  |
| SEIP-IT-WDN-02-O  | Setup development environment  |
| SEIP-IT-WDN-03-O  | Work with HTML   |
| SEIP-IT-WDN-04-O  | Work with Cascading Style Sheets (CSS)                                     |
| SEIP-IT-WDN-05-O  | Perform graphic design aesthetic   |
| SEIP-IT-WDN-06-O  | Develop with Java Script & JQUERY  |
| SEIP-IT-WDN-07-O  | Apply web design tools   |
| SEIP-IT-WDN-08-O  | Work with Bootstrap Framework  |
| <b>Resources Required for Assessment</b>  |  |
| <p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> <li>▪ copies of activities, questions, projects nominated by the assessor</li> <li>▪ relevant organisational policies, protocols and procedural documents (if required)</li> <li>▪ devices or tools to record answers</li> <li>▪ appropriate actual or simulated workplace</li> <li>▪ all necessary tools and equipment used in performance of the work-based task</li> <li>▪ any other resources normally used in the workplace</li> </ul> |  |
| <b>Assessment Instructions</b>  |  |

Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word-processed document.

If candidates answer verbally, the assessor should record their answers in detail.

Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation and arrange a suitable time and location for demonstration of these skills.

Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.

### Performance Standards

To receive a **satisfactory** result for the assessments, candidates must complete all activities, questions, projects, and tasks nominated by the assessor, to the required standard.

Completion of all tasks for a unit of competency, to a satisfactory level, will contribute to an assessment of competence for that specific individual unit (or units if holistic assessment approach is taken).

Successful completion of all units of competency that comprise of the qualification **Web Design**, will result in the candidate will be issued with the relevant, nationally recognised certificate.

Assessors must clearly explain the required performance standards.

### Declaration

I declare that:

- the assessment requirements have been clearly explained to me
- all the work completed towards assessment will be my own
- cheating and plagiarism are unacceptable

**Candidate Name:**

**Date:**

**Assessor Name:**

**Date:**

## PART D – ASSESSMENT TOOLS

### Specific Instructions to Assessor

---

Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
  - provide the candidate with the necessary tools, equipment, machinery and materials for completion of one (1) set of the following practical demonstration activities:
    - Set A:
      - Create your own portfolio and test it on standalone webserver
      - Create a responsive page and apply graphics designed with Photoshop using Dreamweaver
    - Set B:
      - Create a web page for a training centre
      - Create a page and apply graphics designed with photoshop using Drupal/Joomla
    - Set C:
      - Create a page for a business
      - Create a responsive page and apply graphics design with Photoshop using WordPress
  - provide the candidate with the copy of the specific instruction to candidate
  - allow each practical demonstration to be performed within two (2) hours including preparation of the materials
  - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
  - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
  - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
  - (a) Written Test (1 hour) – **knowledge evidence**
  - (b) Practical Demonstration (4 hours) – **performance evidence**The practical demonstration activities will be divided into two (2) tasks (contained in one set):
  - (i) Practical demonstration 1 (2 hours)
  - (ii) Practical demonstration 2 (2 hours)
3. Final assessment is your responsibility as the accredit/certified assessor.
4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

 **COMPETENT**



 **NOT YET COMPETENT**

5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at:
- Set A – Practical Demonstration 1: page 44
  - Set A – Practical Demonstration 2: page 49
  - Set B – Practical Demonstration 1: page 53
  - Set B – Practical Demonstration 2: page 57-58
  - Set C – Practical Demonstration 1: page 61-62
  - Set C – Practical Demonstration 2: page 66-67

## Specific Instructions to Candidate

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You should respond to the assessment either in writing or verbally as agreed with the assessor. Written responses can be recorded in the spaces provided; if more space is required attach additional pages or submit a word-processed document.

If you answer verbally, the assessor should record your answers in detail. Please check your recorded answers carefully and thoroughly to ensure that they are accurate.

You may also be undertaking observable activities (i.e. practical demonstration) that provide evidence of performance. The assessor must provide you with clear instructions on what is expected during this type of assessment, and arrange a suitable time and location for demonstration of these skills.

To receive a satisfactory result for the assessments, you must complete all of the assessment activities; including questions, projects and tasks nominated by the assessor, to the required standard.

This assessment is based upon the units of competency in Web Design. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true or false and short answer theory questions to support your competence with regard to the required knowledge (**knowledge evidence**).
2. Practical Demonstration (4 hours) – observable tasks outlined in the elements and performance criteria of the units of competency, completed to support a judgement of satisfactory performance to the required standard (**performance evidence**).

There will be one (1) set of practical demonstration activities to complete. The assessor will direct you as to which 'set' you will be required to complete out of the following:

- Set A:
    - Create your own portfolio and test it on standalone webserver (2 hours)
    - Create a responsive page and apply graphics designed with Photoshop using Dreamweaver (2 hours)
  - Set B:
    - Create a web page for a training centre (2 hours)
    - Create a page and apply graphics designed with photoshop using Drupal/Joomla (2 hours)
  - Set C:
    - Create a page for a business
    - Create a responsive page and apply graphics design with Photoshop using WordPress (2 hours)
3. The assessor will provide all necessary tools, equipment, machinery and materials required to complete each assessment activity.
  4. These assessments cover all units of competency for Web Design. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:

**COMPETENT**

**NOT YET COMPETENT**

5. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

## Written Test

| WRITTEN TEST - INSTRUCTIONS  |  |
|--|--|
| <b>Candidate Name:</b>   |  |
| <b>Assessor Name:</b>  |  |
| <b>Qualification:</b>  | Certificate in Web Design  |
| <b>Unit of Competency</b>  |  |
| <b>Generic Competencies</b>  |  |
| SEIP-IT-WDN-01-G   | Perform computations using basic mathematical concepts                     |
| SEIP-IT-WDN-02-G   | Apply occupational health and safety (OHS) practice in the workplace       |
| SEIP-IT-WDN-03-G   | Communicate in English in the workplace                                    |
| SEIP-IT-WDN-04-G   | Work in a self-directed team   |
| <b>Sector-specific Competencies</b>  |  |
| SEIP-IT-WDN-01-S   | Operate a personal computer and use office application                     |
| SEIP-IT-WDN-02-S   | Type documents in Bangla and English                                       |
| SEIP-IT-WDN-03-S   | Send and retrieve information using email, web browsers, video/audio tools |
| SEIP-IT-WDN-04-S   | Comply to ethical standards in IT workplace                                |
| <b>Occupation-specific Competencies</b>  |  |
| SEIP-IT-WDN-01-O   | Recognise the Web  |
| SEIP-IT-WDN-02-O   | Setup development environment  |
| SEIP-IT-WDN-03-O   | Work with HTML   |
| SEIP-IT-WDN-04-O   | Work with Cascading Style Sheets (CSS)                                     |
| SEIP-IT-WDN-05-O   | Perform graphic design aesthetic   |
| SEIP-IT-WDN-06-O   | Develop with Java Script & JQUERY  |
| SEIP-IT-WDN-07-O   | Apply web design tools   |
| SEIP-IT-WDN-08-O   | Work with Bootstrap Framework  |
| <b>Assessment Centre:</b>  |  |
| <b>Date of Assessment:</b>   |  |
| <b>Time of Assessment:</b>   |  |
| <b>Instructions:</b>   |  |
| <p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this written examination is based on the performance criteria from all the units of competency in Web Design</li> <li>▪ this assessment activity will be used to measure your underpinning knowledge</li> <li>▪ write your answers on the paper provided</li> <li>▪ answer all the questions as best as possible</li> <li>▪ you have 1 (one) hour to complete this test</li> </ul> |  |

**WRITTEN TEST****Multiple Choice**

This is a **multiple-choice** of test. Choose the appropriate answer and circle the letter that corresponds with your answer.

|    |  |  |
|----|--|--|
| 1. | You were asked to use a logo on a web site. The width of the logo will be 25% larger than length. If the length of the logo is 4 inches then the width is: | a. 1.00 inch<br>b. 3.00 inch<br>c. 5.00 inch<br>d. 5.25 inch   |
| 2. | Usually the first element that you notice when looking at a safety level.  | a. Words<br>b. Colour<br>c. Background<br>d. Signal words  |
| 3. | Evacuation plan is required for:   | a. Tornadoes<br>b. Explosions<br>c. Both a and b<br>d. None of them  |
| 4. | Activities those builds relationship among team members are:   | a. Communicate, Demonstrate, Punishment,<br>b. Communicate, Listen, Celebrate<br>c. Enquiry, Listen, Demonstrate<br>d. None of the above |
| 5. | Formal and informal communication mode could be:   | a. Direct voice<br>b. Email<br>c. Physical<br>d. All of the above  |
| 6. | Printer settings includes:   | a. Printer Brand and model<br>b. Pages<br>c. Margins<br>d. All of the above.   |
| 7. | What are the web design software?  | a. HTML, CSS, Java Script, MySQL<br>b. Joomla, WordPress, Magento, Wix<br>c. C#, Visual Studio, Python, Oracle<br>d. None of them        |
| 8. | Basic three lettering styles are:  | a. Tahoma, Sutunny MJ, and Arial<br>b. Sheriff, Sans Sheriff, and Script<br>c. Nikosh, Mukti Narrow, and Bijoy<br>d. None of them        |

**True of False Quiz**

Tick (✓) the box corresponding to the correct answer.

|     |   |  |
|-----|---|--|
| 9.  | Formal phrases such as “Dear Professor Sneedlewood” and “Sincerely Yours,” are unnecessary in email | True <input type="checkbox"/> False <input type="checkbox"/> |
| 10. | Workplace policies often reinforce and clarify standard operating procedure in a workplace.         | True <input type="checkbox"/> False <input type="checkbox"/> |
| 11. | FCRR has the potential to completely change the way your team does support for the better.          | True <input type="checkbox"/> False <input type="checkbox"/> |
| 12. | Nearly 60% of desktop users surf using Google chrome.   | True <input type="checkbox"/> False <input type="checkbox"/> |
| 13. | A Web Server may function independently   | True <input type="checkbox"/> False <input type="checkbox"/> |

### Fill in the Missing Blanks

Write the word or group of words needed to complete the following sentences.

|     |  |
|-----|--|
| 14. | The three-tier architecture of client-server model contains, server and server.  |
| 15. | Video gaming is in a category of website by _____.   |
| 16. | It's best for employees not to enter into a situation where their actions might create a conflict, whether it's _____, _____ or _____, without disclosing the information. |
| 17. | The points to consider while making any agreement are _____, _____, _____ and _____.   |
| 18. | The term database server may refer to both and used to run a database, according to the context.   |

### Short Answer

Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).

|     |                                 |  |
|-----|---------------------------------|--|
| 19. | What is SMART system?           |  |
| 20. | Describe in brief 'Netiquette'. |  |
| 21. | Define XAMPP SERVER.            |  |

|   |                                  |              |
|---|----------------------------------|--------------|
| 22.   | Explain Debugger                 |              |
| 23.   | Define basic HTML document.      |              |
| 24.   | Write short note on CSS.         |              |
| 25.   | What is nesting in style sheets? |              |
| 26.   | Explain BOM.                     |              |
| 27.   | Define bootstrap.                |              |
| <b>Feedback to candidate:</b>   |                                  |              |
| Assessment decision for this assessment activity:   |                                  |              |
| <input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b> |                                  |              |
| <b>Candidate's Signature:</b>   |                                  | <b>Date:</b> |
| <b>Assessor' Signature:</b>   |                                  | <b>Date:</b> |

## Written Test - Answers

Answers are highlighted in **bold** and *italics*.

| Multiple Choice    |  |   |
|--------------------|--|---|
| 1.                 | You were asked to use a logo on a web site. The width of the logo will be 25% larger than length. If the length of the logo is 4 inch then the width is: | a. 1.00 inch<br>b. 3.00 inch<br><b>c. 5.00 inch</b><br>d. 5.25 inch   |
| 2.                 | Usually the first element that you notice when looking at a safety level.  | a. Words<br>b. Colour<br>c. Background<br><b>d. Signal words</b>  |
| 3.                 | Evacuation plan is required for:   | a. Tornadoes<br>b. Explosions<br><b>c. Both a and b</b><br>d. None of them  |
| 4.                 | Activities those builds relationship among team members are:   | a. Communicate, Demonstrate, Punishment,<br><b>b. Communicate, Listen, Celebrate</b><br>c. Enquiry, Listen, Demonstrate<br>d. None of the above |
| 5.                 | Formal and informal communication mode could be:   | a. Direct voice<br>b. Email<br>c. Physical<br><b>d. All of the above</b>  |
| 6.                 | Printer settings includes:   | a. Printer Brand and model<br>b. Pages<br>c. Margins<br><b>d. All of the above.</b>   |
| 7.                 | What are the web design software?  | <b>a. HTML, CSS, Java Script, MySQL</b><br>b. Joomla, WordPress, Magento, Wix<br>c. C#, Visual Studio, Python, Oracle<br>d. None of them        |
| 8.                 | Basic three lettering styles are:  | a. Tahoma, Sutunny MJ, and Arial<br><b>b. Sheriff, Sans Sheriff, and Script</b><br>c. Nikosh, Mukti Narrow, and Bijoy<br>d. None of them        |
| True or False Quiz |  |   |
| 9.                 | Formal phrases such as “Dear Professor Sneedlewood” and “Sincerely Yours,” are unnecessary in email.   | True <input type="checkbox"/> <b>False</b> <input checked="" type="checkbox"/>  |

|     |   |                       |
|-----|---|-----------------------|
| 10. | Workplace policies often reinforce and clarify standard operating procedure in a workplace. | <b>True</b> ✓ False □ |
| 11. | FCRR has the potential to completely change the way your team does support for the better.  | <b>True</b> ✓ False □ |
| 12. | Nearly 60% of desktop users surf using Google chrome.                                       | <b>True</b> ✓ False □ |
| 13. | A Web Server may function independently.  | True □ <b>False</b> ✓ |

### Fill in the Missing Blanks

Write the word or group of words needed to complete the following sentences.

|     |   |
|-----|---|
| 14. | The three-tier architecture of client-server model contains <b><u>clients</u></b> , <b><u>application</u></b> server and <b><u>data server</u></b> .  |
| 15. | Video gaming is in a category of website by <b><u>subject</u></b> .   |
| 16. | It's best for employees not to enter into a situation where their actions might create a conflict, whether it's <b><u>actual</u></b> , <b><u>potential</u></b> or <b><u>perceived</u></b> , without disclosing the information. |
| 17. | The points to consider while making any agreement are <b><u>clarity</u></b> , <b><u>keep options</u></b> , <b><u>negotiating</u></b> and <b><u>set priorities</u></b> .   |
| 18. | The term database server may refer to both <b><u>hardware</u></b> and <b><u>software</u></b> used to run a database, according to the context.  |

### Short Answer

Write a short answer in the space provided (not to exceed more than approximately sixty (60) words).

|     |                                 |  |
|-----|---------------------------------|--|
| 19. | What is SMART system?           | <b><i>When it comes to setting goals with your team, a good place to start is the SMART system. All goals should be specific, measurable, attainable, relevant, and time-related.</i></b>  |
| 20. | Describe in brief 'Netiquette'. | <p><b><i>"Netiquette" refers to Internet etiquette. This simply means the use of good manners in online communication such as e-mail, forums, blogs, and social networking sites to name a few. The main rules are:</i></b></p> <p><b><i>Rule 1: Remember the Human</i></b></p> <p><b><i>Rule 2: Adhere to the same standards of behaviour online that you follow in real life</i></b></p> <p><b><i>Rule 3: Know where you are in cyberspace</i></b></p> <p><b><i>Rule 4: Respect other people's time and bandwidth</i></b></p> <p><b><i>Rule 5: Make yourself look good online</i></b></p> <p><b><i>Rule 6: Share expert knowledge</i></b></p> <p><b><i>Rule 7: Help keep flame wars under control</i></b></p> <p><b><i>Rule 8: Respect other people's privacy</i></b></p> <p><b><i>Rule 9: Don't abuse your power</i></b></p> <p><b><i>Rule 10: Be forgiving of other people's mistake</i></b></p> |

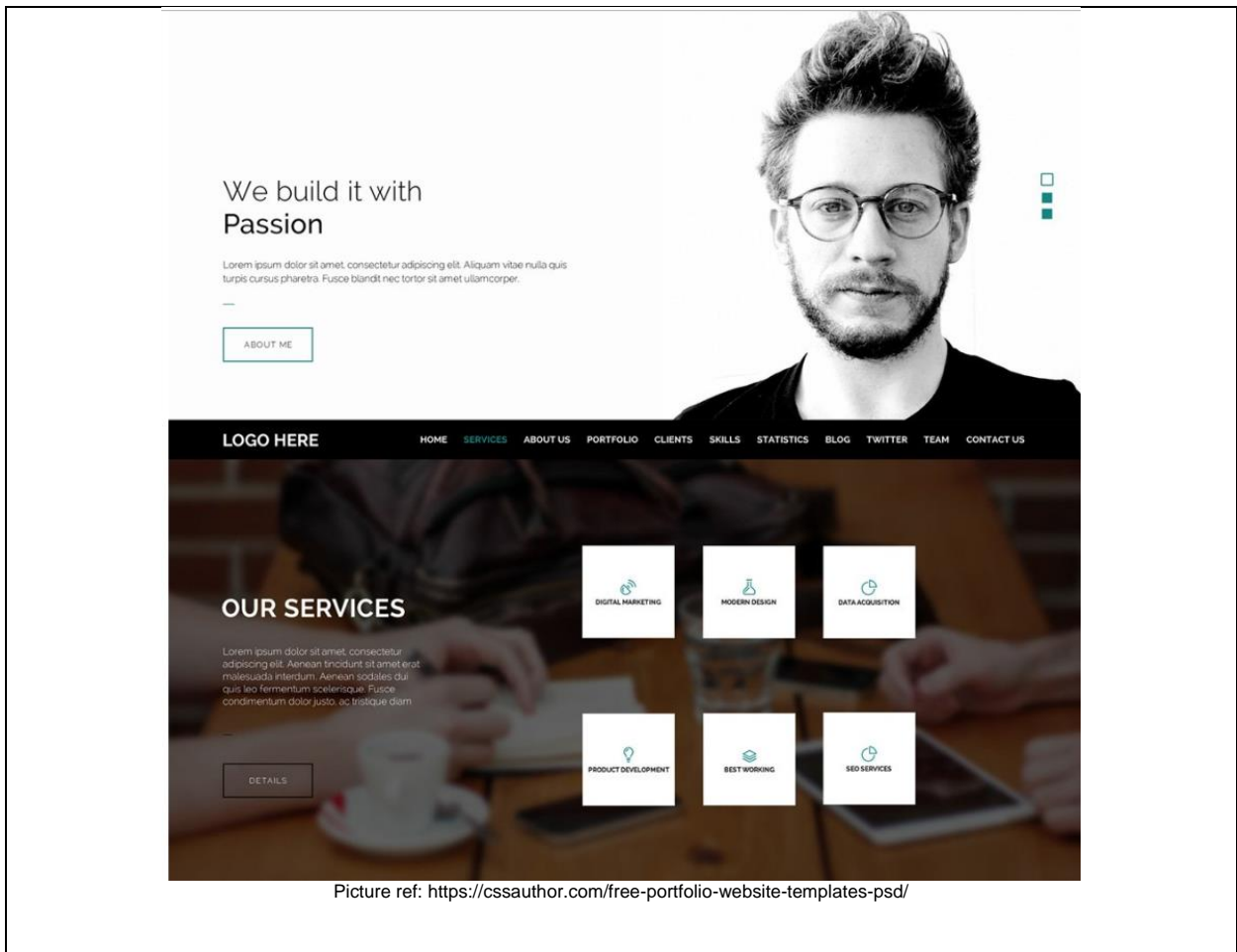


|     |                                  |  |
|-----|----------------------------------|--|
| 21. | Define XAMPP SERVER.             | <i>XAMPP stands for x-os, apache, mysql, php, perl. This is an open source platform. X- S means it can be used for any operating system. XAMPP for major operating system including windows, mac, Linux. XAMPP come with additional features including support of perl, filezilla, mercury mail and some scripts.</i>  |
| 22. | Explain Debugger                 | <i>A debugger or debugging tool is a computer program that is used to test and debug other programs (the "target" program). The code to be examined might alternatively be running on an instruction set simulator (ISS), a technique that allows great power in its ability to halt when specific conditions are encountered.</i>   |
| 23. | Define basic HTML document.      | <p><i>Ans: &lt;!DOCTYPE html&gt;<br/>&lt;html&gt;<br/>&lt;head&gt;<br/>&lt;title&gt;This is document title&lt;/title&gt;<br/>&lt;/head&gt;<br/>&lt;body&gt;<br/>&lt;h1&gt;This is heading 1&lt;/h1&gt;<br/>&lt;h2&gt;This is heading 2&lt;/h2&gt;<br/>&lt;h3&gt;This is heading 3&lt;/h3&gt;<br/><br/>&lt;p&gt;This is a paragraph.&lt;/p&gt;<br/>&lt;p&gt;This is another paragraph.&lt;/p&gt;<br/><br/>&lt;/body&gt;<br/>&lt;/html&gt;</i></p> <p><i>It needs to be saved with .html extension (i.e. name.html) and open on a browser to see the output.</i></p> |
| 24. | Write short note on CSS.         | <ul style="list-style-type: none"> <li><i>Ans: CSS stands for Cascading Style Sheets</i></li> <li><i>CSS describes how HTML elements are to be displayed on screen, paper, or in other media</i></li> <li><i>CSS saves a lot of work. It can control the layout of multiple web pages all at once</i></li> <li><i>External stylesheets are stored in CSS files</i></li> </ul>  |
| 25. | What is nesting in style sheets? | <i>Ans: If the CSS is structured well, there shouldn't be a need to use many class or ID selectors. This is because you can specify properties to selectors within other selectors which we say nesting.</i>   |
| 26. | Explain BOM.                     | <i>The Browser Object Model (BOM) allows JavaScript to "talk to" the browser. There are no official standards for the Browser Object Model (BOM). Since modern browsers have implemented (almost) the same methods and properties for JavaScript interactivity, it is often referred to, as methods and properties of the BOM.</i>   |
| 27  | Define bootstrap.                | <p><i>Bootstrap is the most popular HTML, CSS, and JavaScript framework for developing responsive, mobile-first websites. Bootstrap is completely free to download and use!</i></p> <ul style="list-style-type: none"> <li><i>Bootstrap is a free front-end framework for faster and easier web development</i></li> <li><i>Bootstrap includes HTML and CSS based design templates for typography, forms, buttons, tables,</i></li> </ul>  |

|  |  |  |
|--|--|--|
|  |  | <p><i>navigation, modals, image carousels and many other, as well as optional JavaScript plugins</i></p> <ul style="list-style-type: none"><li>• <i>Bootstrap also gives you the ability to easily create responsive designs</i></li></ul> |
|--|--|--|

## Set A: Practical Demonstration 1

| PRACTICAL DEMONSTRATION 1  |   |
|--|---|
| <b>Candidate Name:</b>   |   |
| <b>Assessor Name:</b>  |   |
| <b>Qualification:</b>  | Certificate in Web Design                                     |
| <b>Task:</b>   | Create your own portfolio and test it on standalone webserver |
| <b>Assessment Centre:</b>  |   |
| <b>Date of Assessment:</b>   |   |
| <b>Time of Assessment:</b>   |   |
| <b>Instructions:</b>   |   |
| Read and understand the directions carefully:  |   |
| <ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Web Design</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have two (2) hours to complete this demonstration</li></ul>   |   |
| <b>Procedure:</b>  |   |
| <ul style="list-style-type: none"><li>▪ Observe and apply OHS issues as required for the task to be performed</li><li>▪ Read the specification information provided</li><li>▪ Collect required tools, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor)</li><li>▪ perform the task within the given time</li></ul>  |   |
| <b>Job Specification Information:</b>  |   |
| <ol style="list-style-type: none"><li>1. Use standard windows operating system.</li><li>2. Use HTML Editor to perform job 1.</li><li>3. Use local web server to publish and test job 1.</li><li>4. Create a single page portfolio.</li><li>5. Use forms for layout design.</li><li>6. Use table for showcasing information.</li><li>7. Apply suitable typography on your name.</li><li>8. Apply suitable images to your page.</li><li>9. Apply CSS to make your page attractive.</li></ol> |   |
| <b>Drawing, Plan, Diagram or Sketch:</b>   |   |
| <ul style="list-style-type: none"><li>▪ The layout may be like the following picture:</li></ul>  |   |



**Resources Required:**

|            |   |
|------------|---|
| Tools:     | <p>Operating System (i.e. Windows)<br/>         Web server (i.e. XMAPP)<br/>         HTML Editor (i.e. Notepad ++)<br/>         Graphics design software (i.e. Dreamweaver)<br/>         Stationery</p> |
| Equipment: | <p>Personal computer or laptop with internet accessibility<br/>         Adjustable monitor<br/>         Adjustable chair<br/>         Protective glasses</p>  |
| Materials: | <p>Personal information<br/>         Images (may collect form internet)</p>   |
| PPE:       | <p>Protective glasses<br/>         Adjustable chair with desk<br/>         Adjustable Monitor</p>   |

## Set A: Practical Demonstration 1 – Observation Checklist

| PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST   |   |                          |
|---|---|--------------------------|
| <b>Candidate Name:</b>  |   |                          |
| <b>Assessor Name:</b>   |   |                          |
| <b>Qualification:</b>   | Certificate in Web Design   |                          |
| <b>Task:</b>  | Create your own portfolio and test it on standalone webserver   |                          |
| <b>Assessment Centre:</b>   |   |                          |
| <b>Date of Assessment:</b>  |   |                          |
| <b>Instructions:</b>  | <p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul> |                          |
| OBSERVATION RECORD  |   |                          |
| Performance Criteria  | Place a ✓ to show if evidence has been demonstrated competently   |                          |
|   | Yes   | No                       |
| Identified and followed safety signs and symbols  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected and used personal protective equipment (PPE)   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Maintained personal hygiene   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched on power of computer and other peripheral devices  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Logged out all open applications programs in accordance with standard application procedure                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Shut down personal computer in accordance with standard shut down procedure   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated system configuration and application versions in operation  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated and manipulated desktop environment   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected, opened and closed desktop icons to access application programs  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Worked upon files, folders and application programs   | <input type="checkbox"/>  | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| Entered data into the desired office application in accordance with work requirements                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copied and saved files to available data storage/disk drives   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered into the program print settings, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed and made available specialized utilities for typing Bangla and English                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate tools for typing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate keyboard layout   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content with different format   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| Opened internet browser and set home page  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used searched engine to search for information   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided products and services that match the operational and financial needs of clients                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed work to industry and international standards   | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated installation and usage of different web browsers  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used web design platform   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used web design software is used   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed local web server   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed FTP (File Transfer Protocol) client  | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized FTP client  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used FTP clients to upload or move files to web server   | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented HTML concepts  | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented HTML in software   | <input type="checkbox"/> | <input type="checkbox"/> |
| Identified HTML forms  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML form elements  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML input types  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML input attributes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML Graphics   | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply CSS  | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented basic concepts of CSS  | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained CSS box model and positioning  | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained CSS transition and gradients   | <input type="checkbox"/> | <input type="checkbox"/> |
| Applied 2D/3D transformation and animation   | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained media Query with CSS   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used related tools   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used notepad   | <input type="checkbox"/> | <input type="checkbox"/> |
| Followed workplace code of conduct   | <input type="checkbox"/> | <input type="checkbox"/> |

**Feedback to candidate:**

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate's Signature:**

**Date:**

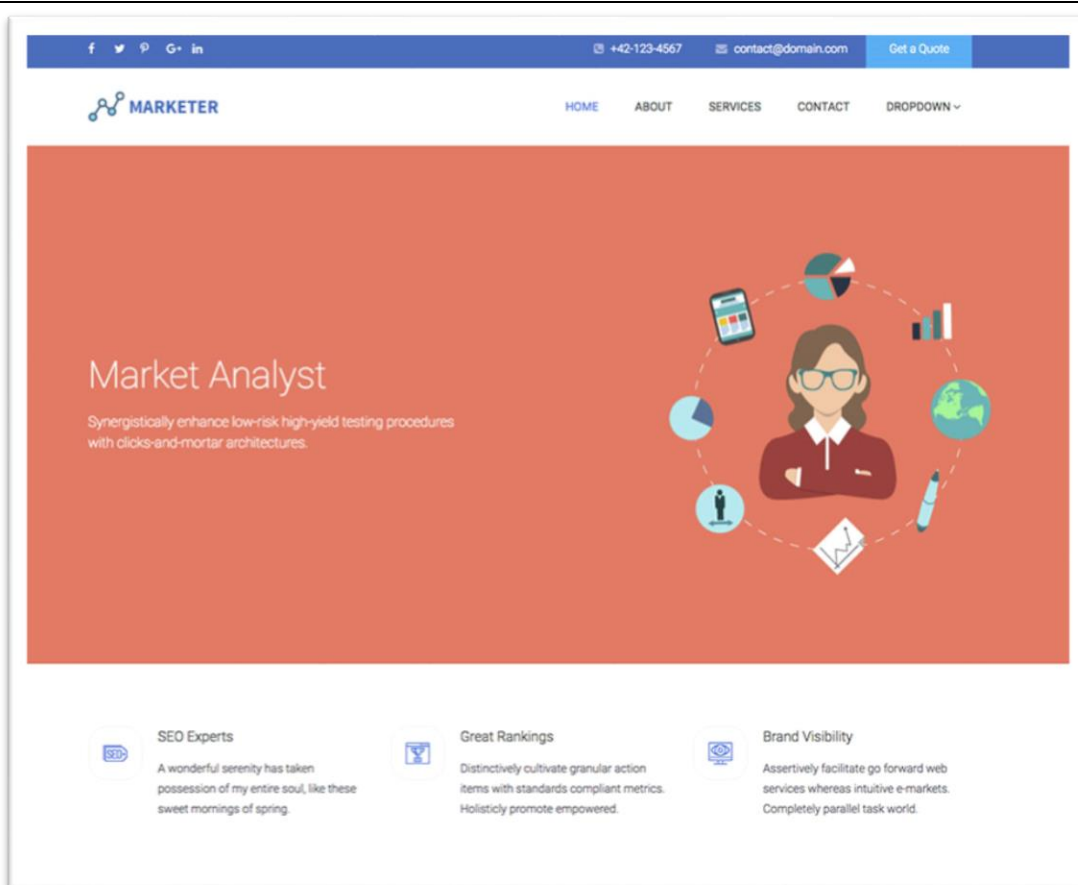
**Assessor' Signature:**

**Date:**

## Set A: Practical Demonstration 2

| PRACTICAL DEMONSTRATION 2  |   |
|--|---|
| <b>Candidate Name:</b>   |   |
| <b>Assessor Name:</b>  |   |
| <b>Qualification:</b>  | Certificate in Web Design   |
| <b>Task:</b>   | Create a responsive page and apply graphics design with Photoshop using Dreamweaver |
| <b>Assessment Centre:</b>  |   |
| <b>Date of Assessment:</b>   |   |
| <b>Time of Assessment:</b>   |   |
| <b>Instructions:</b>   |   |
| Read and understand the directions carefully:  |   |
| <ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Web Design</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have two (2) hours to complete this demonstration</li></ul>                       |   |
| <b>Procedure:</b>  |   |
| <ul style="list-style-type: none"><li>▪ Observe and apply OHS issues as required for the task to be performed</li><li>▪ Read the specification information provided</li><li>▪ Collect required tools, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor)</li><li>▪ perform the task within the given time</li><li>▪ Run the developed webpage on a browser</li><li>▪ Debug if required</li></ul> |   |
| <b>Job Specification Information:</b>  |   |
| <ol style="list-style-type: none"><li>1. Create graphics using pen tool, applying colours and gradients.</li><li>2. Create a logo with Photoshop.</li><li>3. Design a layout on Photoshop and apply graphics and logo on it.</li><li>4. Use Dreamweaver to design the page.</li><li>5. Apply Bootstrap on your responsive page.</li></ol>  |   |
| <b>Drawing, Plan, Diagram or Sketch:</b>   |   |
| The following diagram may be the example of the look of the developed page:  |   |





Picture Ref: <https://uicookies.com/downloads/marketer-bootstrap-html5-advertising-agency-website-template/>

### Resources Required:

|            |   |
|------------|---|
| Tools:     | <p>Photoshop:</p> <ul style="list-style-type: none"> <li>- Pen tool</li> <li>- Colour tool</li> <li>- Gradient tool</li> <li>- Text</li> </ul> <p>Java script<br/>HTML Editor<br/>Dreamweaver<br/>Bootstrap</p> |
| Equipment: | <p>Personal computer or laptop with internet accessibility<br/>Adjustable monitor<br/>Adjustable chair<br/>Protective glasses</p>   |
| Materials: | <p>Personal information<br/>Images (may collect form internet)</p>  |
| PPE:       | <p>Protective glasses<br/>Adjustable chair with desk<br/>Adjustable monitor</p>   |

## Set A: Practical Demonstration 2 – Observation Checklist

| PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST   |   |                          |
|---|---|--------------------------|
| <b>Candidate Name:</b>  |   |                          |
| <b>Assessor Name:</b>   |   |                          |
| <b>Qualification:</b>   | Certificate in Web Design   |                          |
| <b>Task:</b>  | Create a responsive page and apply graphics design with Photoshop using Dreamweaver   |                          |
| <b>Assessment Centre:</b>   |   |                          |
| <b>Date of Assessment:</b>  |   |                          |
| <b>Instructions:</b>  | <p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul> |                          |
| OBSERVATION RECORD  |   |                          |
| Performance Criteria  | Place a ✓ to show if evidence has been demonstrated competently   |                          |
|   | Yes   | No                       |
| Identified and follow safety signs and symbols  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected and used personal protective equipment (PPE)   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Maintained personal hygiene   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched on power of computer and other peripheral devices  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Logged out all open applications programs in accordance with standard application procedure                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Shut down personal computer in accordance with standard shut down procedure   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated system configuration and application versions in operation  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated and manipulated desktop environment   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected, opened and closed desktop icons to access application programs  | <input type="checkbox"/>  | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| Worked upon files, folders and application programs  | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered data into the desired office application in accordance with work requirements                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copied and saved files to available data storage/disk drives   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered into the program print settings, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed and made available specialized utilities for typing Bangla and English                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate tools for typing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate keyboard layout   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content with different format   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| Opened internet browser and set home page  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used searched engine to search for information   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided products and services that match the operational and financial needs of clients                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed work to industry and international standards   | <input type="checkbox"/> | <input type="checkbox"/> |
| Added and transformed images   | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized layers  | <input type="checkbox"/> | <input type="checkbox"/> |
| Created basic shape using the pen tool of the selected application   | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected and applied desired colour is selected and applied  | <input type="checkbox"/> | <input type="checkbox"/> |
| Added text in accordance with project design requirement   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and used logo, icon & banner design  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used JavaScript library  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used notepad   | <input type="checkbox"/> | <input type="checkbox"/> |
| Applied CMS (Content Management System)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used bootstrap components to develop a responsive website  | <input type="checkbox"/> | <input type="checkbox"/> |
| Followed workplace code of conduct   |                          |                          |
| <b>Feedback to candidate:</b>  |                          |                          |
| Assessment decision for this assessment activity:  |                          |                          |
| <input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>                |                          |                          |
| <b>Candidate's Signature:</b>  |                          | <b>Date:</b>             |
| <b>Assessor' Signature:</b>  |                          | <b>Date:</b>             |

## Set B: Practical Demonstration 1

| PRACTICAL DEMONSTRATION 1  |   |
|--|---|
| <b>Candidate Name:</b>   |   |
| <b>Assessor Name:</b>  |   |
| <b>Qualification:</b>  | Certificate in Web Design               |
| <b>Task:</b>   | Create a web page for a training centre |
| <b>Assessment Centre:</b>  |   |
| <b>Date of Assessment:</b>   |   |
| <b>Time of Assessment:</b>   |   |
| <b>Instructions:</b>   |   |
| Read and understand the directions carefully:  |   |
| <ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Web Design</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have two (2) hours to complete this demonstration</li></ul>   |   |
| <b>Procedure:</b>  |   |
| <ul style="list-style-type: none"><li>▪ Observe and apply OHS issues as required for the task to be performed</li><li>▪ Read the specification information provided</li><li>▪ Collect required tools, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor)</li><li>▪ perform the task within the given time</li></ul>  |   |
| <b>Job Specification Information:</b>  |   |
| <ol style="list-style-type: none"><li>1. Use standard windows operating system.</li><li>2. Use HTML Editor to perform job 1.</li><li>3. Use local web server to publish and test job 1.</li><li>4. Create a single page portfolio.</li><li>5. Use forms for layout design.</li><li>6. Use table for showcasing information.</li><li>7. Apply suitable typography on your name.</li><li>8. Apply suitable images to your page.</li><li>9. Apply CSS to make your page attractive.</li></ol> |   |
| <b>Drawing, Plan, Diagram or Sketch:</b>   |   |
| <ul style="list-style-type: none"><li>▪ The layout may be like the following picture:</li></ul>  |   |



Picture ref: <https://ww.google.com>

**Resources Required:**

|            |  |
|------------|--|
| Tools:     | Operating System (i.e. Windows)<br>Web server (i.e. XMAPP)<br>HTML Editor (i.e. Notepad ++)<br>Graphics design software (i.e. Dreamweaver)<br>Stationery |
| Equipment: | Personal computer or laptop with internet accessibility<br>Adjustable monitor<br>Adjustable chair<br>Protective glasses                                  |
| Materials: | Personal information<br>Images (may collect form internet)   |
| PPE:       | Protective glasses<br>Adjustable chair with desk<br>Adjustable monitor   |

## Set B: Practical Demonstration 1 – Observation Checklist

| PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST   |   |                          |
|---|---|--------------------------|
| <b>Candidate Name:</b>  |   |                          |
| <b>Assessor Name:</b>   |   |                          |
| <b>Qualification:</b>   | Certificate in Web Design   |                          |
| <b>Task:</b>  | Create a web page for a training centre   |                          |
| <b>Assessment Centre:</b>   |   |                          |
| <b>Date of Assessment:</b>  |   |                          |
| <b>Instructions:</b>  | <p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul> |                          |
| OBSERVATION RECORD  |   |                          |
| Performance Criteria  | Place a ✓ to show if evidence has been demonstrated competently   |                          |
|   | Yes   | No                       |
| Identified and followed safety signs and symbols  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected and used personal protective equipment (PPE)   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Maintained personal hygiene   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched on power of computer and other peripheral devices  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Logged out all open applications programs in accordance with standard application procedure                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Shut down personal computer in accordance with standard shut down procedure   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated system configuration and application versions in operation  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated and manipulated desktop environment   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected, opened and closed desktop icons to access application programs  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Worked upon files, folders and application programs   | <input type="checkbox"/>  | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| Entered data into the desired office application in accordance with work requirements                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copied and saved files to available data storage/disk drives   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered into the program print settings, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed and made available specialized utilities for typing Bangla and English                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate tools for typing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate keyboard layout   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content with different format   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| Opened internet browser and set home page  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used searched engine to search for information   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided products and services that match the operational and financial needs of clients                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed work to industry and international standards   | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated installation and usage of different web browsers  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used web design platform   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used web design software is used   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed local web server   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed FTP (File Transfer Protocol) client  | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized FTP client  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used FTP clients to upload or move files to web server   | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented HTML concepts  | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented HTML in software   | <input type="checkbox"/> | <input type="checkbox"/> |
| Identified HTML forms  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML form elements  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML input types  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML input attributes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML Graphics   | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply CSS  | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented basic concepts of CSS  | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained CSS box model and positioning  | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained CSS transition and gradients   | <input type="checkbox"/> | <input type="checkbox"/> |
| Applied 2D/3D transformation and animation   | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained media Query with CSS   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used related tools   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used notepad   | <input type="checkbox"/> | <input type="checkbox"/> |
| Followed workplace code of conduct   | <input type="checkbox"/> | <input type="checkbox"/> |

|   |  |   |  |
|---|--|---|--|
| <b>Feedback to candidate:</b>                     |  |   |  |
| Assessment decision for this assessment activity: |  |   |  |
| <input type="checkbox"/> <b>Competent</b>         |  | <input type="checkbox"/> <b>Not Yet Competent</b> |  |
| <b>Candidate's Signature:</b>                     |  | <b>Date:</b>                                      |  |
| <b>Assessor' Signature:</b>                       |  | <b>Date:</b>                                      |  |



## Set B: Practical Demonstration 2

| PRACTICAL DEMONSTRATION 2   |  |
|---|--|
| <b>Candidate Name:</b>  |  |
| <b>Assessor Name:</b>   |  |
| <b>Qualification:</b>   | Certificate in Web Design  |
| <b>Task:</b>  | Create a page and apply graphics design with photoshop using Drupal/Joomla   |
| <b>Assessment Centre:</b>   |  |
| <b>Date of Assessment:</b>  |  |
| <b>Time of Assessment:</b>  |  |
| <b>Instructions:</b>  |  |
| Read and understand the directions carefully:   |  |
| <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Webb design</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>                        |  |
| <b>Procedure:</b>   |  |
| <ul style="list-style-type: none"> <li>▪ Observe and apply OHS issues as required for the task to be performed</li> <li>▪ Read the specification information provided</li> <li>▪ Collect required tools, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor)</li> <li>▪ perform the task within the given time</li> <li>▪ Run the developed webpage on a browser</li> <li>▪ Debug if required</li> </ul> |  |
| <b>Job Specification Information:</b>   |  |
| <ol style="list-style-type: none"> <li>1. Create graphics using pen tool, applying colours and gradients.</li> <li>2. Create a logo with Photoshop.</li> <li>3. Design a layout on Photoshop and apply graphics and logo on it.</li> <li>4. Use Drupal/ Joomla to design the page.</li> <li>5. Apply Bootstrap on your responsive page.</li> </ol>  |  |
| <b>Drawing, Plan, Diagram or Sketch:</b>  |  |
| N/A   |  |
| <b>Resources Required:</b>  |  |
| Tools:  | Photoshop: <ul style="list-style-type: none"> <li>- Pen tool</li> <li>- Colour tool</li> <li>- Gradient tool</li> <li>- Text</li> </ul> Java script<br>HTML Editor |

|            |  |
|------------|--|
|            | Dreamweaver<br>Bootstrap   |
| Equipment: | Personal computer or laptop with internet accessibility.<br>Adjustable monitor<br>Adjustable chair<br>Protective glasses |
| Materials: | Personal information<br>Images (may collect form internet)   |
| PPE:       | Protective glasses<br>Adjustable chair with desk<br>Adjustable monitor   |

## Set B: Practical Demonstration 2 – Observation Checklist

| PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST   |   |                          |
|---|---|--------------------------|
| <b>Candidate Name:</b>  |   |                          |
| <b>Assessor Name:</b>   |   |                          |
| <b>Qualification:</b>   | Certificate in Web Design   |                          |
| <b>Task:</b>  | Create a page and apply graphics design with photoshop using Drupal/Joomla  |                          |
| <b>Assessment Centre:</b>   |   |                          |
| <b>Date of Assessment:</b>  |   |                          |
| <b>Instructions:</b>  | <p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul> |                          |
| OBSERVATION RECORD  |   |                          |
| Performance Criteria  | Place a ✓ to show if evidence has been demonstrated competently   |                          |
|   | Yes   | No                       |
| Identified and follow safety signs and symbols  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected and used personal protective equipment (PPE)   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Maintained personal hygiene   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched on power of computer and other peripheral devices  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Logged out all open applications programs in accordance with standard application procedure                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Shut down personal computer in accordance with standard shut down procedure   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated system configuration and application versions in operation  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated and manipulated desktop environment   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected, opened and closed desktop icons to access application programs  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Worked upon files, folders and application programs   | <input type="checkbox"/>  | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| Entered data into the desired office application in accordance with work requirements                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copied and saved files to available data storage/disk drives   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered into the program print settings, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed and made available specialized utilities for typing Bangla and English                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate tools for typing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate keyboard layout   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content with different format   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| Opened internet browser and set home page  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used searched engine to search for information   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided products and services that match the operational and financial needs of clients                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed work to industry and international standards   | <input type="checkbox"/> | <input type="checkbox"/> |
| Added and transformed images   | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized layers  | <input type="checkbox"/> | <input type="checkbox"/> |
| Created basic shape using the pen tool of the selected application   | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected and applied desired colour is selected and applied  | <input type="checkbox"/> | <input type="checkbox"/> |
| Added text in accordance with project design requirement   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and used logo, icon & banner design  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used JavaScript library  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used notepad   | <input type="checkbox"/> | <input type="checkbox"/> |
| Applied CMS (Content Management System)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used bootstrap components to develop a responsive website  | <input type="checkbox"/> | <input type="checkbox"/> |
| Followed workplace code of conduct   |                          |                          |
| <b>Feedback to candidate:</b>  |                          |                          |
| Assessment decision for this assessment activity:  |                          |                          |
| <input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>                |                          |                          |
| <b>Candidate's Signature:</b>  |                          | <b>Date:</b>             |
| <b>Assessor' Signature:</b>  |                          | <b>Date:</b>             |

## Set C: Practical Demonstration 1

| PRACTICAL DEMONSTRATION 1  |  |
|--|--|
| <b>Candidate Name:</b>   |  |
| <b>Assessor Name:</b>  |  |
| <b>Qualification:</b>  | Certificate in Web Design  |
| <b>Task:</b>   | Create a page for a business   |
| <b>Assessment Centre:</b>  |  |
| <b>Date of Assessment:</b>   |  |
| <b>Time of Assessment:</b>   |  |
| <b>Instructions:</b>   |  |
| <p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Web Design</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>       |  |
| <b>Procedure:</b>  |  |
| <ul style="list-style-type: none"> <li>▪ Observe and apply OHS issues as required for the task to be performed</li> <li>▪ Read the specification information provided</li> <li>▪ Collect required tools, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor)</li> <li>▪ perform the task within the given time</li> </ul>   |  |
| <b>Job Specification Information:</b>  |  |
| <ol style="list-style-type: none"> <li>1. Use standard windows operating system.</li> <li>2. Use HTML Editor to perform job 1.</li> <li>3. Use local web server to publish and test job 1.</li> <li>4. Create a single page portfolio.</li> <li>5. Use forms for layout design.</li> <li>6. Use table for showcasing information.</li> <li>7. Apply suitable typography on your name.</li> <li>8. Apply suitable images to your page.</li> <li>9. Apply CSS to make your page attractive.</li> </ol> |  |
| <b>Drawing, Plan, Diagram or Sketch:</b>   |  |
| N/A  |  |
| <b>Resources Required:</b>   |  |
| <b>Tools:</b>  | Operating System (i.e. Windows)<br>Web server (i.e. XMAPP)<br>HTML Editor (i.e. Notepad ++)<br>Graphics design software (i.e. Dreamweaver)<br>Stationery |

|            |   |
|------------|---|
| Equipment: | Personal computer or laptop with internet accessibility<br>Adjustable monitor<br>Adjustable chair<br>Protective glasses |
| Materials: | Personal information<br>Images (may collect form internet)  |
| PPE:       | Protective glasses<br>Adjustable chair with desk<br>Adjustable monitor  |

## Set C: Practical Demonstration 1 – Observation Checklist

| PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST   |   |                          |
|---|---|--------------------------|
| <b>Candidate Name:</b>  |   |                          |
| <b>Assessor Name:</b>   |   |                          |
| <b>Qualification:</b>   | Certificate in Web Design   |                          |
| <b>Task:</b>  | Create a page for a business  |                          |
| <b>Assessment Centre:</b>   |   |                          |
| <b>Date of Assessment:</b>  |   |                          |
| <b>Instructions:</b>  | <p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul> |                          |
| OBSERVATION RECORD  |   |                          |
| Performance Criteria  | Place a ✓ to show if evidence has been demonstrated competently   |                          |
|   | Yes   | No                       |
| Identified and followed safety signs and symbols  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected and used personal protective equipment (PPE)   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Maintained personal hygiene   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched on power of computer and other peripheral devices  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Logged out all open applications programs in accordance with standard application procedure                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Shut down personal computer in accordance with standard shut down procedure   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated system configuration and application versions in operation  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated and manipulated desktop environment   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected, opened and closed desktop icons to access application programs  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Worked upon files, folders and application programs   | <input type="checkbox"/>  | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| Entered data into the desired office application in accordance with work requirements                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copied and saved files to available data storage/disk drives   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered into the program print settings, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed and made available specialized utilities for typing Bangla and English                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate tools for typing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate keyboard layout   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content with different format   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| Opened internet browser and set home page  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used searched engine to search for information   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided products and services that match the operational and financial needs of clients                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed work to industry and international standards   | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated installation and usage of different web browsers  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used web design platform   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used web design software is used   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed local web server   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed FTP (File Transfer Protocol) client  | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized FTP client  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used FTP clients to upload or move files to web server   | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented HTML concepts  | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented HTML in software   | <input type="checkbox"/> | <input type="checkbox"/> |
| Identified HTML forms  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML form elements  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML input types  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML input attributes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used HTML Graphics   | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply CSS  | <input type="checkbox"/> | <input type="checkbox"/> |
| Implemented basic concepts of CSS  | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained CSS box model and positioning  | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained CSS transition and gradients   | <input type="checkbox"/> | <input type="checkbox"/> |
| Applied 2D/3D transformation and animation   | <input type="checkbox"/> | <input type="checkbox"/> |
| Explained media Query with CSS   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used related tools   | <input type="checkbox"/> | <input type="checkbox"/> |
| Used notepad   | <input type="checkbox"/> | <input type="checkbox"/> |
| Followed workplace code of conduct   | <input type="checkbox"/> | <input type="checkbox"/> |



**Feedback to candidate:**

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate's Signature:**

**Date:**

**Assessor' Signature:**

**Date:**

## SET C: Practical Demonstration 2

| PRACTICAL DEMONSTRATION 2   |   |
|---|---|
| <b>Candidate Name:</b>  |   |
| <b>Assessor Name:</b>   |   |
| <b>Qualification:</b>   | Certificate in Web Design   |
| <b>Task:</b>  | Create a responsive page and apply graphics design with Photoshop using WordPress   |
| <b>Assessment Centre:</b>   |   |
| <b>Date of Assessment:</b>  |   |
| <b>Time of Assessment:</b>  |   |
| <b>Instructions:</b>  |   |
| Read and understand the directions carefully:   |   |
| <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Web design</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>                         |   |
| <b>Procedure:</b>   |   |
| <ul style="list-style-type: none"> <li>▪ Observe and apply OHS issues as required for the task to be performed</li> <li>▪ Read the specification information provided</li> <li>▪ Collect required tools, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor)</li> <li>▪ perform the task within the given time</li> <li>▪ Run the developed webpage on a browser</li> <li>▪ Debug if required</li> </ul> |   |
| <b>Job Specification Information:</b>   |   |
| <ol style="list-style-type: none"> <li>1. Create graphics using pen tool, applying colours and gradients.</li> <li>2. Create a logo with Photoshop.</li> <li>3. Design a layout on Photoshop and apply graphics and logo on it.</li> <li>4. Use WordPress for design the page.</li> <li>5. Apply Bootstrap on your responsive page.</li> </ol>  |   |
| <b>Drawing, Plan, Diagram or Sketch:</b>  |   |
| N/A   |   |
| <b>Resources Required:</b>  |   |
| Tools:  | Photoshop <ul style="list-style-type: none"> <li>- Pen tool</li> <li>- Colour tool</li> <li>- Gradient tool</li> <li>- Text</li> </ul> Java script<br>HTML Editor |

|            |   |
|------------|---|
|            | Dreamweaver<br>Bootstrap  |
| Equipment: | Personal computer or laptop with internet accessibility<br>Adjustable monitor<br>Adjustable chair<br>Protective glasses |
| Materials: | Personal information<br>Images (may collect form internet)  |
| PPE:       | Protective glasses<br>Adjustable chair with desk<br>Adjustable monitor  |



## Set C: Practical Demonstration 2 – Observation Checklist

| PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST   |   |                          |
|---|---|--------------------------|
| <b>Candidate Name:</b>  |   |                          |
| <b>Assessor Name:</b>   |   |                          |
| <b>Qualification:</b>   | Certificate in Web Design   |                          |
| <b>Task:</b>  | Create a responsive page and apply graphics design with Photoshop using WordPress   |                          |
| <b>Assessment Centre:</b>   |   |                          |
| <b>Date of Assessment:</b>  |   |                          |
| <b>Instructions:</b>  | <p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul> |                          |
| OBSERVATION RECORD  |   |                          |
| Performance Criteria  | Place a ✓ to show if evidence has been demonstrated competently   |                          |
|   | Yes   | No                       |
| Identified and follow safety signs and symbols  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected and used personal protective equipment (PPE)   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Maintained personal hygiene   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched on power of computer and other peripheral devices  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Logged out all open applications programs in accordance with standard application procedure                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Shut down personal computer in accordance with standard shut down procedure   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated system configuration and application versions in operation  | <input type="checkbox"/>  | <input type="checkbox"/> |
| Navigated and manipulated desktop environment   | <input type="checkbox"/>  | <input type="checkbox"/> |
| Selected, opened and closed desktop icons to access application programs  | <input type="checkbox"/>  | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| Worked upon files, folders and application programs  | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered data into the desired office application in accordance with work requirements                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copied and saved files to available data storage/disk drives   | <input type="checkbox"/> | <input type="checkbox"/> |
| Entered into the program print settings, if required   | <input type="checkbox"/> | <input type="checkbox"/> |
| Installed and made available specialized utilities for typing Bangla and English                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate tools for typing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected appropriate keyboard layout   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content with different format   | <input type="checkbox"/> | <input type="checkbox"/> |
| Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| Opened internet browser and set home page  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used searched engine to search for information   | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided products and services that match the operational and financial needs of clients                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed work to industry and international standards   | <input type="checkbox"/> | <input type="checkbox"/> |
| Added and transformed images   | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognized layers  | <input type="checkbox"/> | <input type="checkbox"/> |
| Created basic shape using the pen tool of the selected application   | <input type="checkbox"/> | <input type="checkbox"/> |
| Selected and applied desired colour is selected and applied  | <input type="checkbox"/> | <input type="checkbox"/> |
| Added text in accordance with project design requirement   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and used logo, icon & banner design  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used JavaScript library  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used notepad   | <input type="checkbox"/> | <input type="checkbox"/> |
| Applied CMS (Content Management System)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Used bootstrap components to develop a responsive website  | <input type="checkbox"/> | <input type="checkbox"/> |
| Followed workplace code of conduct   |                          |                          |
| <b>Feedback to candidate:</b>  |                          |                          |
| Assessment decision for this assessment activity:  |                          |                          |
| <input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>                |                          |                          |
| <b>Candidate's Signature:</b>  |                          | <b>Date:</b>             |
| <b>Assessor' Signature:</b>  |                          | <b>Date:</b>             |

## Oral Questions (Optional)

| ORAL QUESTIONS - INSTRUCTIONS  |  |
|--|--|
| <b>Candidate Name:</b>   |  |
| <b>Assessor Name:</b>  |  |
| <b>Qualification:</b>  | Certificate in Web Design  |
| <b>Unit of Competency</b>  |  |
| Generic Competencies   |  |
| SEIP-IT-WDN-01-G   | Perform computations using basic mathematical concepts                     |
| SEIP-IT-WDN-02-G   | Apply occupational health and safety (OHS) practice in the workplace       |
| SEIP-IT-WDN-03-G   | Communicate in English in the workplace                                    |
| SEIP-IT-WDN-04-G   | Work in a self-directed team   |
| Sector-specific Competencies   |  |
| SEIP-IT-WDN-01-S   | Operate a personal computer and use office application                     |
| SEIP-IT-WDN-02-S   | Type documents in Bangla and English                                       |
| SEIP-IT-WDN-03-S   | Send and retrieve information using email, web browsers, video/audio tools |
| SEIP-IT-WDN-04-S   | Comply to ethical standards in IT workplace                                |
| Occupation-specific Competencies   |  |
| SEIP-IT-WDN-01-O   | Recognise the Web  |
| SEIP-IT-WDN-02-O   | Setup development environment  |
| SEIP-IT-WDN-03-O   | Work with HTML   |
| SEIP-IT-WDN-04-O   | Work with Cascading Style Sheets (CSS)                                     |
| SEIP-IT-WDN-05-O   | Perform graphic design aesthetic   |
| SEIP-IT-WDN-06-O   | Develop with Java Script & JQUERY  |
| SEIP-IT-WDN-07-O   | Apply web design tools   |
| SEIP-IT-WDN-08-O   | Work with Bootstrap Framework  |
| <b>Assessment Centre:</b>  |  |
| <b>Date of Assessment:</b>   |  |
| <b>Time of Assessment:</b>   |  |
| <b>Instructions:</b>   |  |
| <p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ these oral questions are based on the performance criteria from all the units of competency in Masonry</li> <li>▪ oral questions are designed to enable additional assessment of your underpinning knowledge</li> <li>▪ you should present your responses as directed by the assessor</li> <li>▪ answer all the questions asked by the assessor as best as possible</li> </ul> |  |

| ORAL QUESTIONS                |  |  |                          |
|-------------------------------|--|--|--------------------------|
| Question                      |  | Place a ✓ in the appropriate box to show if evidence has been demonstrated competently |                          |
|                               |  | Yes  | No                       |
| 1.                            | Say three positive side of yourself in English.  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 2.                            | State three important issues from the OHS Policy in IT Sector  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 3.                            | What do you understand with the following visual information?<br>  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 4.                            | What are your key tasks as a web designer?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 5.                            | Explain the impact of internal relationship of team members.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 6.                            | Name three Bangla keyboard layout.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 7.                            | What is the way to share large files like videos to others over mails?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 8.                            | Explain virtual private network.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 9.                            | What are the main facilities of Google chrome?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 10.                           | State the role of a database server.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 11.                           | Why a local web server is required?  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 12.                           | What is "source code"?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 13.                           | Explain HTML.  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 14.                           | Define typography.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 15.                           | State the use of SASS.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 16.                           | What are the facilities of layers in designing Photoshop?  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 17.                           | How will you create shadow of an object in Photoshop?  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 18.                           | Explain DOM.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 19.                           | Name two popular web design platforms.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 20.                           | State five features of WordPress.  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 21.                           | Define responsive website.   | <input type="checkbox"/>   | <input type="checkbox"/> |
| 22.                           | What is mock up?   | <input type="checkbox"/>   | <input type="checkbox"/> |
| <b>Feedback to candidate:</b> |  |  |                          |

|   |  |   |  |
|---|--|---|--|
|   |  |   |  |
| Assessment decision for this assessment activity: |  |   |  |
| <input type="checkbox"/> <b>Competent</b>         |  | <input type="checkbox"/> <b>Not Yet Competent</b> |  |
| <b>Candidate's Signature:</b>                     |  | <b>Date:</b>                                      |  |
| <b>Assessor' Signature:</b>                       |  | <b>Date:</b>                                      |  |





## Oral Questioning Guideline

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| <b>General Guidelines For Effective Questioning</b> |   |
|---|---|
| ▪   | Keep questions short and focused on one key concept   |
| ▪   | Ensure that questions are structured  |
| ▪   | Test the questions to check that they are not ambiguous   |
| ▪   | Use `open-ended questions such as `what if...?' and `why...?' questions, rather than closed questions                               |
| ▪   | Keep questions clear and straight forward and ask one at a time   |
| ▪   | Use words that the candidate is able to understand  |
| ▪   | Look at the candidate when asking questions   |
| ▪   | Check to ensure that the candidate fully understands the questions  |
| ▪   | Ask the candidate to clarify or re-phrase their answer if the assessor does not understand the initial response                     |
| ▪   | Confirm the candidate's response by repeating the answer back in his/her own words  |
| ▪   | Encourage a conversational approach with the candidate when appropriate, to put him or her at ease                                  |
| ▪   | Use questions or statements as prompts for keeping focused on the purpose of the questions and the kind of evidence being collected |
| ▪   | Use language at a suitable level for the candidate  |
| ▪   | Listen carefully to the answers for opportunities to find unexpected evidence   |
| ▪   | Follow up responses with further questions, if useful, to draw out more evidence or to make links between knowledge areas           |
| ▪   | Compile a list of acceptable responses to ensure reliability of assessments   |

## Oral Questions (Optional) - Answers

Answers are highlighted in **bold** and *italics*.

| ORAL QUESTIONS |  |   |
|----------------|--|---|
| Question       |  | Answer  |
| 1.             | Say three positive side of yourself in English.  | <b>Quick learner</b><br><b>Gender sensitive</b><br><b>Punctual</b>  |
| 2.             | State three important issues from the OHS Policy in IT Sector  | <b>a. Seating arrangement.</b><br><b>b. Radiation protective shield for monitor of glasses for eye.</b><br><b>c. Taking break for 10 minutes in every 1 hour of work</b>  |
| 3.             | What do you understand with the following visual information?<br>  | <b>a. No-Smoking zone</b><br><b>b. Fire exit way during emergency</b>   |
| 4.             | State three of your key tasks as a web designer?   | <b>1. Clearly understand the requirements of clients.</b><br><b>2. Make the website simple and attractive.</b><br><b>3. Keep confidentiality of client's information.</b>   |
| 5.             | Explain the impact of internal relationship of team members.   | <ul style="list-style-type: none"> <li>▪ <b>The better our relationships, the more effectively and efficiently leaders can achieve our desired outcomes.</b></li> <li>▪ <b>When two people connect because of mutual respect and admiration, they form a genuine bond that opens the door to trust. They can share ideas and simply enjoy each other. Rather than try to one-up the other, they can ask questions to understand and learn. By exchanging stories, they discover how they might help one another.</b></li> <li>▪ <b>Conversations are way more important than emails, newsletters, videos, or conference calls.</b></li> </ul> |
| 6.             | Name three Bangla keyboard layout.   | <ul style="list-style-type: none"> <li>▪ <b>Bijoy</b></li> <li>▪ <b>Proshhika</b></li> <li>▪ <b>Avro</b></li> </ul>   |
| 7.             | What is the way to share large files like videos to others over mails?   | <b>Put the video file on video sites (like Facebook, YouTube etc), clouds and send the link over mail to the person to be shared.</b>   |
| 8.             | Explain virtual private network.   | <ul style="list-style-type: none"> <li>▪ <b>A virtual private network (VPN) is a technology that creates a safe and encrypted connection over a less secure network, such as the internet.</b></li> <li>▪ <b>VPN technology was developed as a way to allow remote users and branch offices to securely access corporate applications and other resources.</b></li> </ul>   |
| 9.             | What are the main facilities of google chrome?   | <ul style="list-style-type: none"> <li>▪ <b>Search function</b></li> <li>▪ <b>Access websites anonymously</b></li> <li>▪ <b>Bookmark a favourite website</b></li> <li>▪ <b>Check spelling</b></li> </ul>  |

|     |  |   |
|-----|--|---|
|     |  | <ul style="list-style-type: none"> <li>▪ <b>Open a tab in a new window</b></li> <li>▪ <b>As software, a database server is the back-end portion of a database application, following the traditional client-server model.</b></li> <li>▪ <b>When mentioned in this context, the database server is typically a dedicated higher-end computer that hosts the database.</b></li> </ul>  |
| 10. | State the role of a database server.                           |   |
| 11. | Why a web server is required?                                  | <ul style="list-style-type: none"> <li>▪ <b>Web servers are an integral part of the way the internet works.</b></li> <li>▪ <b>The web hosting industry is simply used to lease out web servers, providing average business owners and individuals with the opportunity to use high-tech servers that make it possible to expand their outreach to the entire world.</b></li> <li>▪ <b>Without rental web servers the internet would be a fraction of the size it is today, as most web site owners can afford to buy their own web server in cash.</b></li> </ul> |
| 12. | What is “source code”?   | <b>All codes written to develop website in HTML, PHP, JavaScript are the source code of that website.</b>   |
| 13. | Explain HTML.  | <p><b>The definition of HTML is Hyper Text Mark-up Language.</b></p> <ul style="list-style-type: none"> <li>• <b>Hyper Text is the method by which you move around on the web — by clicking on special text called hyperlinks which bring you to the next page.</b></li> <li>• <b>Mark-up is what HTML tags do to the text inside them. They mark it as a certain type of text (italicised text, for example).</b></li> <li>• <b>HTML is a Language, as it has code-words and syntax like any other language.</b></li> </ul>                                      |
| 14. | Define typography.   | <b>Study of the design of typefaces, and the way in which the type is laid out on a page to best achieve the desired visual effect and to best convey the meaning of the reading matter.</b>  |
| 15. | State the use of SASS.   | <b>Sass (Syntactically Awesome Style Sheets) is an extension of CSS that enables you to use things like variables, nested rules, inline imports and more. It also helps to keep things organised and allows you to create style sheets faster.</b>  |
| 16. | What are the facilities of layers in designing with Photoshop? | <b>In Photoshop, layers are used to work on individual parts of an image while not affecting other parts. They allow you to modify your image, add text, change colours, put two pictures on the same page, and more without modifying your original photo.</b>   |
| 17. | How will you create shadow of an object in Photoshop?          | <b>Shadow of an image can be created using the drop shadow option of layer blending tool.</b>   |

|     |  |   |
|-----|--|---|
|     |  | <ul style="list-style-type: none"> <li>- We need to copy the layer of the image of which the shadow will be created.</li> <li>- Then choose the first layer and apply drop shadow from the layer blending options.</li> <li>- Adjust the shadow layer to the correct position of the object layer.</li> </ul>   |
| 18. | Explain DOM.                           | <p><b>The Document Object Model (DOM) is a programming API for HTML and XML documents. It defines the logical structure of documents and the way a document is accessed and manipulated.</b></p> <p><b>With the Document Object Model, programmers can create and build documents, navigate their structure, and add, modify, or delete elements and content. Anything found in an HTML or XML document can be accessed, changed, deleted, or added using the Document Object Model, with a few exceptions - in particular, the DOM interfaces for the internal subset and external subset have not yet been specified.</b></p> |
| 19. | Name two popular web design platforms. | <p><b>Dream weaver</b><br/><b>WordPress</b></p>   |
| 20. | State five features of WordPress.      | <p><b>Simplicity</b><br/><b>Flexibility</b><br/><b>Publish with Ease</b><br/><b>Publishing Tools</b><br/><b>User Management</b></p>   |
| 21. | Define responsive website.             | <p><b>Making design responsive means:</b></p> <ol style="list-style-type: none"> <li><b>1. Intelligently pruning amount of information displayed; and</b></li> <li><b>2. Making adjustments to the design to improve the users' experience while using the application.</b></li> </ol>  |
| 22. | What is mock up?                       | <p><b>When we begin the process of designing (or re-designing) your website, the first step is to create a set of website mock-ups to lay out the look and feel of your site.</b></p> <p><b>These mock-ups are simply images we create that show what the website will look like without needing to dive straight into coding.</b></p> <p><b>These mock-ups are just flat images that cannot be interacted with but look like a screenshot of a website page.</b></p>   |

## Assessment Evidence Summary Sheet

| EVIDENCE SUMMARY SHEET   |   |  |                          |
|--|---|--|--------------------------|
| <b>Candidate Name:</b>   |   |  |                          |
| <b>Assessor Name:</b>  |   |  |                          |
| <b>Qualification:</b>  | Certificate in Web Design   |  |                          |
| <b>Assessment Centre:</b>  |   |  |                          |
| <b>Date(s) of Assessment:</b>  |   |  |                          |
| The performance of the candidate in the following unit or units of competency and the methods engaged to assess performance are as follows:                  |   |  |                          |
| Unit of Competency   | Assessment Method   | Competent  | Not Yet Competent        |
| All units of competency comprising of the qualification  | Written Test  | <input type="checkbox"/>                                 | <input type="checkbox"/> |
|  | Practical Demonstration 1 (Set ....)  | <input type="checkbox"/>                                 | <input type="checkbox"/> |
|  | Practical Demonstration 2 (Set ....)  | <input type="checkbox"/>                                 | <input type="checkbox"/> |
|  | Oral Questioning (optional)   | <input type="checkbox"/>                                 | <input type="checkbox"/> |
| <b>Note:</b> Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for <b>ALL</b> units of competency. |   |  |                          |
| Recommendation   |   |  |                          |
| <input type="checkbox"/><br>Issuance of Statement of Achievement ( <i>indicate title of SOA, if full Certificate is not met</i> )                            | <input type="checkbox"/><br>Submission of additional documents<br>Specify:                  | <input type="checkbox"/><br>Reassessment<br>Specify:     |                          |
| Did the candidate overall performance meet the required evidence/standard?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |
| Overall Evaluation:  | <input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b> |  |                          |
| General Comments:  |   |  |                          |
| Candidate Signature:   |   | Date:  |                          |
| Assessor Signature:  |   | Date:  |                          |
| Institution Manager Signature:   |   | Date:  |                          |

CANDIDATES COPY  
(Please presents this form when you claim your Certificate)

| ASSESSMENT RESULTS SUMMARY                   |   |              |  |
|--|---|--------------|--|
| <b>Qualification:</b>                        | Certificate in Web Design   |              |  |
| <b>Name of Candidate:</b>                    |   | <b>Date:</b> |  |
| <b>Name at Assessment Centre:</b>            |   | <b>Date:</b> |  |
| <b>Assessment Results:</b>                   | <input type="checkbox"/> <b>Competent</b><br><br><input type="checkbox"/> <b>Not Yet Competent</b>        |              |  |
| <b>Recommendation:</b>                       | <input type="checkbox"/> Issuance of SOA ( <i>indicate title of SOA, if full certificate is not met</i> ) |              |  |
|  | <input type="checkbox"/> Submission of additional documents – specify:                                    |              |  |
|  | <input type="checkbox"/> Reassessment - specify:  |              |  |
| <b>Assessed by:</b><br>(name and signature)  |   | <b>Date:</b> |  |
| <b>Attested by:</b><br>(name and signature): |   | <b>Date</b>  |  |

## Assessment Validation Map

This identifies how the assessment tools in this resource may assess:

- elements and performance criteria
- critical aspects of assessment
- skills and knowledge
- employability skills

|  |   |                      |             |
|--|---|----------------------|-------------|
| <b>Unit of Competency:</b>   | SEIP-IT-WDN-01-G – Perform computations using basic mathematical concepts               |                      |             |
| <b>Element</b>   | <b>Assessment Evidence Method</b>   |                      |             |
|  | <b>Written</b>  | <b>Practical</b>     | <b>Oral</b> |
| 1. Identify calculation requirements in the workplace.                   | 1   |                      |             |
| 2. Select appropriate mathematical methods/concepts for the calculation. | 1   |                      |             |
| 3. Use tool/instrument to perform calculations.                          | 1   |                      |             |
| <b>Unit of Competency:</b>   | SEIP-IT-WDN-02-G – Apply occupational health and safety (OHS) practice in the workplace |                      |             |
| <b>Element</b>   | <b>Assessment Method</b>  |                      |             |
|  | <b>Written</b>  | <b>Practical</b>     | <b>Oral</b> |
| 1. Identify OHS policies and procedures.                                 |   | A1-3<br>B1-3<br>C1-3 | 2           |
| 2. Apply personal health and safety practices.                           |   | A1-3<br>B1-3<br>C1-3 | 2           |
| 3. Report hazards and risks.   | 2, 3  | A1-3<br>B1-3<br>C1-3 |             |
| 4. Respond to emergencies.   | 2, 3  | A1-3<br>B1-3<br>C1-3 |             |
| <b>Unit of Competency:</b>   | SEIP-IT-WDN-03-G – Communicate in English in the workplace                              |                      |             |
| <b>Element</b>   | <b>Assessment Method</b>  |                      |             |
|  | <b>Written</b>  | <b>Practical</b>     | <b>Oral</b> |
| 1. Read and understand workplace documents in English.                   | 5   | A1-3                 | 3           |

|  |   | B1-3<br>C1-3               |      |
|--|---|----------------------------|------|
| 2. Write simple workplace communications in English. | 5   | A1-3<br>B1-3<br>C1-3       |      |
| 3. Listen and comprehend to English conversations.   | 5   | A1-3<br>B1-3<br>C1-3       | 1    |
| 4. Perform conversations in English language.        | 5   | A1-3<br>B1-3<br>C1-3       | 1    |
| <b>Unit of Competency:</b>                           | SEIP-IT-WDN-04-G – Work in a Self-directed team                           |                            |      |
| Element  | Assessment Method   |                            |      |
|  | Written   | Practical                  | Oral |
| 1. Identify team goals and processes.                | 10, 19  | A1-3<br>B1-3<br>C1-3       | 4, 5 |
| 2. Communicate and cooperate with team members.      | 4, 16   | A1-3<br>B1-3<br>C1-3       | 5    |
| 3. Work as a team member.                            | 4, 11, 17   | A1-3<br>B1-3<br>C1-3       | 5    |
| 4. Solve problem as a team member.                   | 10, 16  | A1-3<br>B1-3<br>C1-3       | 5    |
| <b>Unit of Competency:</b>                           | SEIP-IT-WDN-01-S – Operate a personal computer and use office application |                            |      |
| Element  | Assessment Method   |                            |      |
|  | Written   | Practical                  | Oral |
| 1. Start and shut down the computer.                 |   | A1, A3<br>B1, B3<br>C1, C3 |      |
| 2. Access basic system information.                  |   | A1, A3<br>B1, B3<br>C1, C3 |      |



| 3. Work with files, folders and user application programs. |   | A1-3<br>B1-3<br>C1-3         |      |
|--|---|------------------------------|------|
| 4. Print documents.  | 6   | A2, B2,<br>C2                |      |
| <b>Unit of Competency:</b>                                 | SEIP-IT-WDN-2-0S – Type documents in Bangla and English                                       |                              |      |
| Element  | Assessment Method   |                              |      |
|  | Written   | Practical                    | Oral |
| 1. Install the application.                                |   | A2, B2,<br>C2                |      |
| 2. Select appropriate tools and keyboard layout.           |   | A2, B2,<br>C2                | 6    |
| 3. Type document using different format.                   |   | A2, B2,<br>C2                |      |
| <b>Unit of Competency:</b>                                 | SEIP-IT-WDN-03-S – Send and retrieve information using email, web browsers, video/Audio tools |                              |      |
| Element  | Assessment Method   |                              |      |
|  | Written   | Practical                    | Oral |
| 1. Access the internet.                                    | 12  | A1, A3,<br>B1, B3,<br>C1, C3 | 7, 9 |
| 2. Search the internet.                                    | 12  | A1, A3,<br>B1, B3,<br>C1, C3 | 8, 9 |
| 3. Research and apply 'netiquette' principals.             | 20  | A1, A3,<br>B1, B3,<br>C1, C3 | 7    |
| 4. Organise and send message.                              | 9   | A1, A3,<br>B1, B3,<br>C1, C3 |      |
| <b>Unit of Competency:</b>                                 | SEIP-IT-WDN-04-S – Comply to ethical standards in IT workplace                                |                              |      |
| Element  | Assessment Method   |                              |      |
|  | Written   | Practical                    | Oral |
| 1. Uphold the interest of clients.                         | 10, 16  | A1-3<br>B1-3<br>C1-3         | 4    |
| 2. Deliver quality products and services.                  | 10  | A1-3<br>B1-3                 |      |

|   |   | C1-3                 |      |
|---|---|----------------------|------|
| 3. Demonstrate professionalism at work. | 9, 16, 17   | A1-3<br>B1-3<br>C1-3 | 10   |
| 4. Obey workplace code of conduct.      | 9, 16   | A1-3<br>B1-3<br>C1-3 | 10   |
| <b>Unit of Competency:</b>              | SEIP-IT-WDN-01-O – Recognise the web              |                      |      |
| Element                                 | Assessment Method                                 |                      |      |
|   | Written   | Practical            | Oral |
| 1. Identify client server architecture. | 14  | A1, B1,<br>C1        |      |
| 2. Identify the browser.                | 13  | A1, B1,<br>C1        |      |
| 3. Use web design tools.                | 7   | A1, B1,<br>C1        |      |
| 4. Explain role of web server.          | 15  | A1, B1,<br>C1        | 11   |
| 5. Explain role of database server.     | 18  | A1, B1,<br>C1        | 10   |
| <b>Unit of Competency:</b>              | SEIP-IT-WDN-02-O – Set-up development environment |                      |      |
| Element                                 | Assessment Method                                 |                      |      |
|   | Written   | Practical            | Oral |
| 1. Install local web server.            | 21  | A1, B1,<br>C1        | 12   |
| 2. Work with the tools of web server.   | 22  | A1, B1,<br>C1        |      |
| 3. Install FTP clients.                 |   | A1, B1,<br>C1        |      |
| <b>Unit of Competency:</b>              | SEIP-IT-WDN-03-O – Work with HTML                 |                      |      |
| Element                                 | Assessment Method                                 |                      |      |
|   | Written   | Practical            | Oral |
| 1. Recognise HTML.                      | 23  | A1, B1,<br>C1        | 13   |
| 2. Work with HTML.                      |   | A1, B1,<br>C1        | 13   |

|  |   |                  |                          |        |
|--|---|------------------|--------------------------|--------|
| 3. Apply the fundamentals of typography. |   |                  | A1, B1,<br>C1            | 13, 14 |
| <b>Unit of Competency:</b>               | SEIP-IT-WDN-04-O – Work with cascading style sheets (CSS) |                  |                          |        |
| <b>Element</b>                           | <b>Assessment Method</b>                                  |                  |                          |        |
|  | <b>Written</b>  | <b>Practical</b> | <b>Oral</b>              |        |
| 1. Explain the CSS.                      |   | 24               | A1, B1,<br>C1            |        |
| 2. Apply the CSS.                        |   | 25               | A1, B1,<br>C1            |        |
| 3. Explain media query.                  |   |                  | A1, B1,<br>C1            |        |
| 4. Work with SASS.                       |   |                  | A1, B1,<br>C1            | 15     |
| <b>Unit of Competency:</b>               | SEIP-IT-WDN-05-O – Perform graphic design aesthetic       |                  |                          |        |
| <b>Element</b>                           | <b>Assessment Method</b>                                  |                  |                          |        |
|  | <b>Written</b>  | <b>Practical</b> | <b>Oral</b>              |        |
| 1. Install and work with Photoshop. C2   |   |                  | A2, B2,<br>C2            | 16     |
| 2. Create and/or work with image.        |   | 8                | A2, B2,<br>C2            | 16, 17 |
| 3. Carry-out layout design.              |   | 8                | A2, B2,<br>C2            |        |
| <b>Unit of Competency:</b>               | SEIP-IT-WDN-06-O – Develop with Java Script & JQUERY      |                  |                          |        |
| <b>Element</b>                           | <b>Assessment Method</b>                                  |                  |                          |        |
|  | <b>Written</b>  | <b>Practical</b> | <b>Oral</b>              |        |
| 1. Identify Java Script core.            |   |                  | A1, B1,<br>B3, C1,<br>C3 |        |
| 2. Introduce BOM & DOM.                  |   | 26               | A1, B1,<br>B3, C1,<br>C3 | 18     |
| 3. Work with Java Script.                |   |                  | A1, B1,<br>B3, C1,<br>C3 |        |
| <b>Unit of Competency:</b>               | SEIP-IT-WDN-07-O – Apply web design tools                 |                  |                          |        |
| <b>Element</b>                           | <b>Assessment Method</b>                                  |                  |                          |        |
|  | <b>Written</b>  | <b>Practical</b> | <b>Oral</b>              |        |

| 1. Apply web design platform or editor.                            |  | A1, B1,<br>B3, C1 | 19   |
|--|--|-------------------|------|
| 2. Apply web design software and CMS.                              |  | A1, B1,<br>B3, C1 |      |
| <b>Unit of Competency:</b>   | SEIP-IT-WDN-08-O – Work with Bootstrap Framework |                   |      |
| Element  | Assessment Method                                |                   |      |
|  | Written  | Practical         | Oral |
| 1. Understand responsive website.                                  |  | A1, B1,<br>B3, C1 | 21   |
| 2. Work with bootstrap components to develop a responsive website. | 27   | A1, B1,<br>B3, C1 | 22   |