# SELF-ASSESSMENT GUIDE

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| Qualification: | | Web design and Development for freelancer, Level 4 | | |
| Candidate’s Name | |  | | |
| Application SL no | |  | | |
| Instruction:   * + Read each of the questions under each unit of competency in the left-hand column of the chart.   + Place a tick in the appropriate box opposite each question to indicate your answer. | | | | |
| **Can I?** | | | YES | NO |
| **unit of competency: Work in a Team Environment** | | |  |  |
| * Define role and objectives of the team | | |  |  |
| * Identify team structure, responsibilities and reporting relations from team discussions and other external sources | | |  |  |
| * Identify Individual roles and responsibilities of team members | | |  |  |
| * Define and clarify reporting relationships among team members | | |  |  |
| * Define and clarify reporting relationships external to the team | | |  |  |
| * Contribute ideas related to team plans | | |  |  |
| * Put forward recommendations for improving team work | | |  |  |
| * Use effective forms of communication to interact with team members | | |  |  |
| * Follow communication channels | | |  |  |
| * Follow OSH practices | | |  |  |
| **unit of competency: Practice Negotiation Skills** | | |  |  |
| * Identify and include information on preparing for negotiation in the plan | | |  |  |
| * Identify and include information on creating non-verbal environments for positive negotiating in the plan | | |  |  |
| * Identify and include information on active listening in the plan | | |  |  |
| * Identify and include information on different questioning techniques in the plan | | |  |  |
| * Check information to ensure it is correct and up-to-date | | |  |  |
| * Agree criteria for successful outcome upon by all parties | | |  |  |
| * Consider desired outcome of all parties | | |  |  |
| * Use appropriate language throughout the negotiation | | |  |  |
| * Use a variety of questioning techniques | | |  |  |
| * Agree and document the issues and processes upon by all parties | | |  |  |
| * Assess and discuss possible solutions and their viability | | |  |  |
| * Confirm and record areas for agreement | | |  |  |
| * Agree follow-up action upon by all parties | | |  |  |
| **unit of competency:** Develop a dynamic website using a server-side scripting language (PHP/Python/JAVA /Asp.net/Ruby on rails/Node.js) | | |  |  |
| * Identify the purpose and intended audience of the website | | |  |  |
| * Identify functional requirements and constraints | | |  |  |
| * Develop coding plan as required | | |  |  |
| * Install and check necessary software for requirements | | |  |  |
| * Develop dynamic website using server-side scripting language based on client requirements | | |  |  |
| * Add and assign structure and element tags and attributes | | |  |  |
| * Develop and integrate Application Programming Interface (API) as required | | |  |  |
| * Add contents to the site, and also format in accordance with client requirements by maintain standards and be aware of legislation | | |  |  |
| * Compile the website and run for the task | | |  |  |
| * Test the website according to the testing procedures in the plan to ensure requirements | | |  |  |
| * Open the website with common browsers and check and correct as required | | |  |  |
| * Confirm the website as per client specification and requirement | | |  |  |
| Unit of competency: Design and Administer database | | |  |  |
| * Identify Purpose of database | | |  |  |
| * Plan database as per requirements | | |  |  |
| * Identify the design requirements and constraints | | |  |  |
| * Develop a conceptual design | | |  |  |
| * Install and check necessary software for requirement | | |  |  |
| * Create database as per plan | | |  |  |
| * Connect database to server as required | | |  |  |
| * Create table maintaining data relation as per standard procedure | | |  |  |
| * Insert and retrieve data as required | | |  |  |
| * Select, delete, update and search data as required | | |  |  |
| * Insert multiple data as required | | |  |  |
| * Test the database according to the testing procedures in the plan to ensure requirements | | |  |  |
| * Check and correct the database as required | | |  |  |
| * Confirm the database as per client specification and requirement | | |  |  |
| unit of competency: Develop website using CMS | | |  |  |
| * Collect client requirements | | |  |  |
| * Analyze client requirements | | |  |  |
| * Interpret specification of CMS as per requirement | | |  |  |
| * Configure CMS as per required | | |  |  |
| * Interpret admin panel | | |  |  |
| * Enhance theme using given templates design following the web and CMS standards | | |  |  |
| * Convert design to HTML document as per CMS theme development guideline | | |  |  |
| * Add Structures, element tags, necessary files and assign attributes to meet client requirements in terms of the layout | | |  |  |
| * Convert HTML file to theme as required | | |  |  |
| * Add content to the site, and also format in accordance with client requirements and be aware of legislation | | |  |  |
| * Derive and add pecial codes, required files to enrich the content of website | | |  |  |
| * Add element tags and assign attributes to enrich the content maintaining standards and be aware of legislation | | |  |  |
| * Embed Audio and Video content in accordance with client requirement | | |  |  |
| * Test the website to ensure compatibility, functionality, correct any errors and log in according to the testing procedures in the plan | | |  |  |
| * Open the website in a variety of common browsers, devices and check for accessibility, readability, legibility and presentation in accordance with client requirements | | |  |  |
| **Unit of Competency: Host a website** | | |  |  |
| * Select domain as per client requirement | | |  |  |
| * Configure DNS as per client specification | | |  |  |
| * Assign name server properly with the domain name | | |  |  |
| * Select hosting and hosting configuration in accordance with client requirements | | |  |  |
| * Select appropriate Web Application Server | | |  |  |
| * Select Security options like SSL in accordance with client requirements | | |  |  |
| * Create virtual website or folder and mapped with the domain | | |  |  |
| * Deploy the entire site into the virtual folder | | |  |  |
| * Test the website to ensure functionality, correct any errors and log in according to the testing procedures in the plan | | |  |  |
| * Opened the website in a variety of common browsers and check for accessibility, readability, compatibility, legibility and presentation in accordance with client requirements | | |  |  |
| * Evaluate the website for purpose in terms of the purpose, target audience and specifications of client requirements | | |  |  |
| Unit of Competency: Maintain and secure website | | |  |  |
| * Identify the purpose and intended uses of the website as required | | |  |  |
| * Identify common and specific security threats | | |  |  |
| * Identify security features | | |  |  |
| * Develop security model to meet client requirements | | |  |  |
| * Identify and select Backup plan as required | | |  |  |
| * Implement Backup process as per client requirement | | |  |  |
| * Monitored Backup process as required | | |  |  |
| * Design security features of the website to meet the specifications of the security model | | |  |  |
| * Maintain security features as required | | |  |  |
| * Check and monitor security logs and performance | | |  |  |
| * Report security status as required | | |  |  |
| * Taken necessary action as per security status and report as required | | |  |  |
| **Unit of Competency: Perform web analytics** | | |  |  |
| * Identify and analyze plan site analysis software with reference to client requirements and website architecture | | |  |  |
| * Install suitable site analysis software according to client requirements | | |  |  |
| * Identify require report options with reference to client requirements and website architecture | | |  |  |
| * Develop the traffic-monitoring plan | | |  |  |
| * Integrate and check necessary web traffic monitoring tools for requirement | | |  |  |
| * Configure traffic monitoring tool as required | | |  |  |
| * Required traffic reports are specified according to information requirements | | |  |  |
| * Reports are analyzed to identify improvements to server/site performance | | |  |  |
| * Forecasting methodologies are applied to predict traffic peaks | | |  |  |
| * Monitoring tools integration is tested as standard procedure | | |  |  |
| * List SEO techniques for maintaining standards to meet client requirement | | |  |  |
| * Apply and test SEO techniques using appropriate tools | | |  |  |
| * Use analytic engine and SEO tools | | |  |  |
| * Test analytic data as standard procedure | | |  |  |
| Unit of Competency: Use version control systems in web development environments | | |  |  |
| * chose VCS as per requirements | | |  |  |
| * Identify Required subversion and VCS pre-installation factors | | |  |  |
| * Determine and communicate installation disruption to required personnel according to standard procedures | | |  |  |
| * Install VCS and create personal account and changes are push from branches as required | | |  |  |
| * Configure tools and user interface of VCS as required | | |  |  |
| * Create local repository according to service provider procedures | | |  |  |
| * Create required directory according to service provider procedures as required | | |  |  |
| * Create and access required staging environment structures and branches | | |  |  |
| * Create and access files in the repository according to service provider procedures | | |  |  |
| * Add and commit files to staging environment as per standard procedure | | |  |  |
| * Commit required files to local repository | | |  |  |
| * Locate track of initial version change and confirm new status according to service provider procedures | | |  |  |
| * Response to remote pull requests according to service provider procedures | | |  |  |
| * Retrieve remote commits and locally merge according to service provider procedures | | |  |  |
| * Document VCS outcomes according to organizational requirements | | |  |  |
| * Submit and document outcomes to required personnel | | |  |  |
| * Response feedback on documented outcomes from required personnel | | |  |  |
| * Finalized VCS as per feedback | | |  |  |
| Candidate’s Signature |  | | Date: | |
| Assessor’s Signature |  | | Date: | |

**COMPETENCY ASSESSMENT AGREEMENT**

**Web design and Development for freelancer, Level-4**

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| --- | --- | --- | --- |
| Candidate’s Name: |  | | |
| Assessor’s Name: |  | | |
| Qualification/Units of Competency to be Assessed | GU008L2V1: Work in a team environment  GU009L3V1: Practice negotiation skill  OUWDF001L4V1: Develop a dynamic website using server-side scripting language  OUWDF002L4V1: Design and Administer database  OUWDF003L4V1: Develop website using CMS  OUWDF004L4V1: Host a website  OUWDF005L4V1: Maintain and secure website  OUWDF006L4V1: Perform web analytics  OUWDF007L4V1: Use version control systems in web development environments | | |
| **Candidate to answer the question:** | | Yes | **No** |
| * Have the context and purpose of assessment been explained | |  |  |
| * Have the qualification and units of competency been explained? | |  |  |
| * Have the Project-Based Assessment been explained? | |  |  |
| * Do you understand the assessment procedure and evidence to be collected? | |  |  |
| * Have your rights and appeal system been explained? | |  |  |
| * Have you discussed any special needs to be considered during assessment? | |  |  |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor. | | | |
| Candidate’s Signature: | | Date: | |
| Assessor’s Signature: | | Date: | |