

CCSMP32

Edit web-based material in a music publishing environment



Overview

This unit involves text, audio and image editing, and maintaining and updating existing websites with the edited material. You will need to demonstrate the ability to design and edit material and present it in an appropriate manner for the target user. You will be required to create links to areas of your own website and to other external sites.

CCSMP32

Edit web-based material in a music publishing environment

Performance criteria

You must be able to:

- P1 review the web based material to ensure that information is current and up to date
- P2 edit material as required ensuring it is suitable for web publication
- P3 create and publish web based material in appropriate formats as required by others within your organisation
- P4 break down complex material, presenting it in a straightforward, user-friendly way
- P5 set up links to other areas of your own website and to other associated sites
- P6 identify and rectify any errors in your material or links that you have set up

CCSMP32

Edit web-based material in a music publishing environment

Knowledge and understanding

You need to know and understand:

- K1 the differing editorial requirements of web based material, including the target audience and how best to meet the needs of that audience
- K2 the legal, ethical, regulatory, health, safety and security restrictions which might affect web based material including copyright considerations
- K3 the correct use of English grammar, spelling and punctuation
- K4 when additional audio materials, images or video materials could improve the impact of web based material
- K5 the basic workings of HTML
- K6 the principles of templates used in web site design, including current techniques of website architecture, navigation and linkage
- K7 basic text, audio, image and video desk-top editing systems

CCSMP32

Edit web-based material in a music publishing environment

Developed by	Creative and Cultural Skills
Version number	1
Date approved	December 2010
Indicative review date	
Validity	Current
Status	Original
Originating organisation	Creative and Cultural Skills
Original URN	MP32
Relevant occupations	Arts, Media and Publishing; Database Administration; Associate Professionals and Technical Occupations; Performing Arts; Crafts, creative arts and design; Media and communication; Publishing and information services; Artistic and Literary Occupations; Communications; General; Elementary Administration Occupations; Elementary Sales Occupations
Suite	Music Business (Publishing)
Key words	web site copy, web based material, web, www, internet, music publishing, music business, sales, music sales,