Australian Government

Assessment Requirements for ICPPRN552 Manage digital workflow

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- manage digital production workflow for at least THREE different publications, including print and electronic:
  - determine required level of resource from client requirements
  - accurately cost the work
  - complete workflow planning
  - monitor workflow
  - manage resources
  - finalise jobs with required outcome and within required timeframe and budget.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain key considerations for management of a digital workflow process:
  - project planning and scheduling requirements
  - costing and resources issues
  - communication and approvals processes
  - work sequencing
  - work monitoring processes
  - content management
  - file management – naming, storage, saving, archiving
  - editing processes
  - distribution
- outline costing/estimating methods for digital work

- identify elements that can be adjusted in estimations if they consistently do not match costs
- identify work health and safety (WHS) concerns to consider when planning production
- describe key aspects of monitoring workflow and resources:
    - what needs to be monitored to maintain standards
    - who is involved in monitoring
    - role of keeping accurate production records
    - review of production records and actual costs
- outline common causes of failure in each area of work monitored, and procedures to minimise the effects of these
- discuss processes to make improvements that impact quality standards
- outline evaluation and review processes for digital work
- describe features of computerised production monitoring systems used to accurately assess costs.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the printing field of work and include access to relevant facilities, equipment and materials used for digital publication.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d