ICPPRP221 Select and apply type

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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.

Application

This unit describes the skills and knowledge required to undertake basic typesetting tasks, including selecting required fonts, fitting, and proofing final type.

It applies to individuals in the printing and graphic art industry. Typically they design and prepare layouts and artwork, and manipulate images and texts to meet production requirements. They generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Pre-Press

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Identify fonts	1.1 A range of fonts is identified to meet diverse client requirements and final output media 1.2 Point sizes and leading of type are identified to meet diverse client requirements and final output media
2 Select, fit and produce type for a basic brief	2.1 Appropriate type is selected to meet brief specifications 2.2 Type is fitted into copy space allocated according to design layout 2.3 Type is set and produced using rules and boxes according to design layout
3 Proofread and correct	3.1 Type is checked for accuracy, omissions and errors according to

ELEMENT	PERFORMANCE CRITERIA
type	job specifications
	3.2 Proofs are marked-up with correct proofreading marks
	3.3 Type is corrected in accordance with job specifications

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.2, 3.1, 3.3	• Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications • Proofreads documents to ensure accuracy and consistency of information and clarity of meaning
Writing	3.2	• Uses a variety of strategies for planning, drafting, reviewing and proofreading
Numeracy	1.2, 2.2	• Selects and uses appropriate familiar mathematical problem-solving strategies to solve problems in familiar contexts
Get the work done	1.1, 1.2, 2.1-2.3, 3.1-3.3	• Determines job priorities, resources and equipment, and works logically and systematically to undertake clearly defined and familiar tasks • Automatically implements standard procedures for routine decisions in response to familiar problems • Uses digital systems and tools and operates them effectively to design and apply type

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP221 Select and apply type	ICPPP221C Select and apply type	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426 e24131d

PwC's Skills for Australia