



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP232C Electronically combine and assemble data

Revision Number: 1

ICPPP232C Electronically combine and assemble data

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to electronically combine and assemble data.
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Application of the Unit

Application of the unit	<p>This unit requires the individual to produce a page layout by electronically combining existing elements.</p> <p>In a pre-press environment many individuals are required to be competent in the use of more than one page layout application.</p> <p>If this unit is to be used to assess competency with page layout applications, it should be used as a secondary unit to ICPPP224C Produce pages using a page layout application. It should be used when an additional page layout application is being assessed or taught.</p> <p>It is not be used to assess an individual on the same page layout application as ICPPP224C Produce pages using a page layout application. In other words the individual should not receive the two units of competency for the one page layout application.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare the work	<ul style="list-style-type: none">1.1. Computer functions are undertaken to access the required data from electronic files1.2. Required data is checked to ensure correct format for software application and <i>output</i>1.3. The system is checked for the required fonts to fulfil job specifications1.4. The storage capacity of the system is checked for sufficiency
2. Combine data	<ul style="list-style-type: none">2.1. Pages are composed according to job specifications2.2. Elements are placed in the page according to job specifications2.3. Trapping is applied according to job specifications2.4. The image output is prepared and appropriate colour profiles are applied according to media output
3. Create multiple images	<ul style="list-style-type: none">3.1. Basic step and repeat layout is prepared according to job specifications3.2. The appropriate software for step and repeat is accessed according to job specifications3.3. Images are stepped according to job specifications

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by interpreting implicit and explicit requirements of the job brief
- collecting, analysing and organising information by accessing data on software capabilities and production requirements and matching them with the job brief
- planning and organising activities by planning the sequence of operations to facilitate smooth processing of the job
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by calculating enlargement/reduction factors, fit, spatial relationships between elements and colour profiles
- problem-solving skills by adjusting fit and using colour correction so that output meets requirements of the brief
- use of technology by using software correctly to ensure ease of subsequent processing

Required knowledge

- creating a page layout according to job specifications?
- function of electronic trapping of image elements as applied to image assembly
- trapping and job specification
- step and repeat layout to suit a job specification
- main criteria for evaluating the final output
- requirements of a contract proof as compared to an in-house check proof
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- the page layout and overall design meet the job specifications, reproduction requirements and final end use
- the underlying skill of combining and assembling should be transferable across the design and pre-press sectors. It is important that the substrate for reproduction is identified and that the competencies be demonstrated with a clear identification of printing processes
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- use a desktop platform (or high-end system) with appropriate layout, design and drafting software to combine and assemble TWO jobs following the job brief and according to the listed Performance Criteria.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- it is expected that special purpose tools and equipment will be used where appropriate.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Output</i> may include:	<ul style="list-style-type: none"> Imagesetter, laser printer, CTP, digital print.
<i>Input</i> may include:	<ul style="list-style-type: none"> specific elements of type and/or screened images to be supplied either as hard copy or electronic files and along with layout or detailed job brief.
<i>Capture</i> may include:	<ul style="list-style-type: none"> scanning device and/or electronic file storage.
<i>Manipulation/edit</i> may include:	<ul style="list-style-type: none"> appropriate software relative to image input.
<i>Complexity</i> may include:	<ul style="list-style-type: none"> fairly simple layouts with text and colour images.
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> should meet client requirements and enterprise and industry standards.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Pre-press
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Co-requisite units

Co-requisite units		