ICPPP322C Digitise images for reproduction

Revision Number: 1

ICPPP322C Digitise images for reproduction

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to scan images, including line-art, greyscale and colour originals.
	No licensing, legislative, regulatory or certification requirements apply to this unit of competency.

Application of the Unit

Application of the unit	This unit applies to the preparation of copy, calibration of the scanner and the production of scanned images that meet the technical specifications of the job.
	Individuals will work under limited supervision and with defined procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Mount original copy	1.1. The *original image* is scaled and identified according to job specifications 1.2. Work surfaces are cleaned and prepared to ensure the images are dust free 1.3. The original image is mounted according to enterprise procedures 1.4. Occupational health and safety (OHS) issues are identified and correct practices are used if any solvents are applied
2. Set up scanner	2.1. The *scanner* is set up and calibrated according to specifications 2.2. Data from copy evaluation and aim points to suit the original are entered correctly onto the scanner according to specifications 2.3. The *scanner software* or plug-in is selected
3. Produce images	3.1. The medium being scanned is selected according to job specifications 3.2. The disk capacity is checked where appropriate to ensure sufficiency for the job 3.3. The processor is set and checked according to job specifications 3.4. Images are scanned as required according to job specifications 3.5. The scanned images are checked for conformance to the technical specifications of the job and scan adjustments made if necessary

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS skills for using correct ergonomics when operating the computer
- communication and literacy skill for interpreting implicit and explicit requirements of the job brief
- planning, analytical and organising skills for matching requirements for reproduction (colour profiles and resolution) with the job brief and ensuring all materials are delivered
- teamwork skills for maintaining the production process in association with others
- numeracy skills for calculating resolution and enlargement/reduction factors
- problem-solving skills for matching needs of the client with constraints of production
- technical skills for using software and hardware correctly to ensure ease of subsequent processing

Required knowledge

- scanner settings for various printing processes or electronic media
- scanner calibration
- primary colours and colour mixing principles
- variables that influence the colour separation requirements
- importance of tone gradation and grey balance
- necessity to apply colour correction
- factors that influence the selection of screen ruling and dot percentage
- impact output resolution has on final screen ruling
- OHS standards as they relate to operating a scanner
- manuals, safety and other documentation that are relevant to the task, where they are kept and the information included in these documents
- availability of other sources of information
- OHS standards that relate to working for periods of time on computers

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: - scan images that meet specified quality and technical standards for reproduction and final end use - find and use information relevant to the task from a variety of information sources - use a medium to high-end full colour digital device to reproduce one line-art, one greyscale, one colour transparency (positive), one colour reflective, one negative and one re-screen.
Context of and specific resources for assessment	Assessment must ensure: - that conditions are typical ambient conditions found in the workplace - access to relevant facilities, equipment and materials used for digital printing and image scanning - use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
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 - practical demonstration by the candidate in scanning images that meet the technical specifications of the job.
Guidance information for assessment	Holistic assessment with other digital production units relevant to the workplace and job role is recommended. For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance.

Range Statement

RANGE STATEMENT	
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.	
Original images may include:	• line-art • transparencies (positive and negative) • reflection and re-screens for mono • red, blue, green (RGB) • cyan, magenta, yellow, black (CMYK).
Scanners may include:	• flat-bed • drum scanners with medium to high-end full colour capabilities.

Scanner software may include:	• any proprietary
	• industry standard software that is bundled with high-end scanners
	• third party products, such as:
	  • SilverFast
	  • VueScan.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Pre-press