



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR285A Use digital workflow

Revision Number: 1

ICPPR285A Use digital workflow

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to apply digital workflow from concept stage to completion and delivery. It focuses on a basic knowledge and the application of digital workflow that could include customer service, job generation, printing, finishing and dispatch. It relates only to the ability to conform to work procedures, not planning digital workflow.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
------------------------	---

Application of the Unit

Application of the unit	<p>This unit requires the application of workplace procedures and workflow for individuals working in commercial print, pre-press, bureau, high-end digital print or a combination of these business environments.</p>
--------------------------------	--

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. Plan and prepare for digital workflow	1.1. Work instructions and operational details are obtained and confirmed 1.2. <i>Production processes</i> required for the job are identified and recorded 1.3. <i>Equipment</i> to carry out tasks is selected to meet job requirements, checked for serviceability and any faults are rectified or reported prior to commencement 1.4. <i>Materials</i> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use 1.5. Material quantity requirements are calculated according to plans and/or specifications 1.6. Safety requirements are followed according to safety plans and policies
2. Follow digital workflow	2.1. Work plan is determined, modified and performed in a logical and efficient sequence 2.2. Tasks are completed and checked for compliance against work instructions
3. Maintain the workplace	3.1. Work area is cleared and materials disposed of or recycled in accordance with project environmental management plan 3.2. Equipment is cleaned, checked, maintained and stored according to manufacturer's recommendations and standard work practices

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- occupational health and safety (OHS) in relation to using correct ergonomics when operating the computer
- communication of ideas and information by dealing with clients
- collecting, analysing and organising information by successfully storing and retrieving files
- planning and organising activities by completing work tasks efficiently
- teamwork skills when maintaining the digital workflow in association with others
- mathematical ideas and techniques when calculating required materials for a job
- problem-solving skills used when fixing file errors
- self-management and learning skills to evaluate and enhance personal effectiveness
- using technology when utilising computer to produce a job

Required knowledge

- different procedures within a digital workflow
- order in which procedures are undertaken within a digital workflow
- types of equipment used in a digital workflow
- types of software used in a digital workflow
- printing processes that can be used within a digital workflow
- binding and finishing techniques that can be used within a digital workflow

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> follow a digital production workflow and produce work to an enterprise standard find and use information relevant to the task from a variety of information sources.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> that conditions are typical ambient conditions found in the workplace access to relevant facilities, equipment and materials used in a digital production workflow, such as high-end graphics and layout software, digital output devices and finishing equipment use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence third party workplace reports of on-the-job performance by the candidate practical demonstration by the candidate following a digital production workflow.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended</p> <ul style="list-style-type: none"> ICPPR384A Set up produce and basic digital print ICPPR385A Apply software applications to digital production. <p>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</p>

EVIDENCE GUIDE

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.

<i>Production processes</i> may include:	<ul style="list-style-type: none"> • client liaison • electronic file creation • proofing • printing • binding and finishing • dispatch.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • computers • digital printing devices • binding and finishing equipment.
<i>Materials</i> may include:	<ul style="list-style-type: none"> • substrates • staples • binding wire • combs.

Unit Sector(s)

Unit sector

Competency field

Competency field

Printing

Co-requisite units

Co-requisite units		