



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPPR385A Apply software applications to digital production**

**Revision Number: 1**

## ICPPR385A Apply software applications to digital production

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to correctly select and use a variety of high-end software applications to efficiently produce a standard job.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to the creation of a basic job, using multiple applications for individuals working in the digital printing sector.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		
	ICPSU281C	Use computer systems

## Employability Skills Information

<b>Employability skills</b>	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. Select and assess software	1.1. Printing requirements of the layout brief are determined to align with digital production processes and printing feasibility 1.2. Range of <i>software applications</i> is selected according to job specifications 1.3. Appropriate software applications are used to complete components of the job according to manufacturer's specifications and enterprise standards
2. Arrange elements on page	2.1. Client copy and images are assembled to conform to the design brief 2.2. Text is prepared and required fonts and font size are applied 2.3. <i>Basic elements</i> and images are created and arranged on the page to conform to the design brief 2.4. Image resolution and colour mode are determined according to job specifications, help function is accessed, if required, and solution to queries found 2.5. <i>Document set-up</i> is completed to conform to the design brief and job specifications
3. Check quality	3.1. Text is reviewed for possible errors and omissions, and errors are discussed with client or supervisor 3.2. Arrangement of the basic elements are arranged to adhere with design principles 3.3. Hard copy proof is printed and rechecked for errors, omissions and overall design of the layout 3.4. Necessary changes are made and reviewed and re-proofed as required 3.5. The job is saved according to <i>enterprise procedures</i>
4. Use RIP to output job	4.1. The layout is imported into a <i>raster image processor (RIP) or front-end processor</i> according to workplace procedures 4.2. The layout is printed according to job specifications and enterprise standards

## 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) skills for using correct ergonomics when operating the computer
- communication skills for gaining client agreement on design layout
- collecting, analysing and organising skills for storing and retrieving all required electronic files
- planning and organising skills for outputting a proof and gaining approval by the client
- teamwork skills for maintaining the production process in association with others
- numeracy skills for expressing ideas and techniques by determining image resolution
- problem-solving skills for checking and fixing errors when preflighting
- technical skills for selecting relevant hardware and software to produce a layout

#### Required knowledge

- different printing processes used in digital production
- colour modes and how they affect output
- how image resolution is governed by output resolution and/or viewing distance
- various software applications and their usages in relation to digital production
- how the job specifications determine typeface selection
- effect typefaces have on readability
- design principles, such as hierarchy, emphasis, contrast, alignment, repetition and flow
- how to select and manipulate type within a layout application
- image manipulation techniques including basic colour correction
- how to create basic vector shapes with an application
- different colour modes and their uses
- preflighting procedures
- the various ways to import a job into a RIP
- location of manuals, safety and other documentation that are relevant to high-end software applications for digital production

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• use a variety of software applications to first produce a layout, then a printed product according to job specifications</li> <li>• find and use information relevant to the task from a variety of information sources</li> <li>• use at least two software applications to prepare and print two different sets of layouts according to enterprise standards.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• that conditions are typical ambient conditions found in the workplace</li> <li>• access to relevant facilities, equipment and materials used for digital production, such as high-end computers, RIPs, output devices and layout software</li> <li>• use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• direct questioning combined with review of portfolios of evidence</li> <li>• third party workplace reports of on-the-job performance by the candidate</li> <li>• practical demonstration by the candidate when applying software applications for digital production.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• ICPPP211C Develop a basic design concept</li> <li>• ICPPP221C Select and apply type.</li> </ul>

**EVIDENCE GUIDE**

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.

<p><b><i>Software applications</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• Adobe Indesign</li> <li>• Illustrator</li> <li>• Photoshop</li> <li>• QuarkXpress</li> <li>• Corel</li> <li>• RIPs and front-end processors</li> <li>• new software applications and new versions of existing products entering the market regularly.</li> </ul>
<p><b><i>Basic elements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• simple filled or unfilled boxes</li> <li>• frames</li> <li>• rules (lines) or bullets used as accents or to divide a page into sections.</li> </ul>
<p><b><i>Document set-up</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• margins</li> <li>• page size</li> <li>• page orientation</li> <li>• number of pages</li> <li>• arrangement of pages.</li> </ul>
<p><b><i>Enterprise procedures</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• various filing methods and techniques including:             <ul style="list-style-type: none"> <li>• network drives</li> <li>• DVDs and archiving systems.</li> </ul> </li> </ul>
<p><b><i>Raster image processor (RIP) or front-end processor</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• computerised monitoring and data entry device used to enter:             <ul style="list-style-type: none"> <li>• machine settings</li> <li>• job specification settings</li> <li>• monitor machine status and perform machine productivity enhancements.</li> </ul> </li> </ul>

## Unit Sector(s)

<p><b>Unit sector</b></p>	
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## Competency field

Competency field	Printing
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## Co-requisite units

Co-requisite units		