



Australian Government

CUAGR311 Prepare files for print

Release: 1

CUAGRD311 Prepare files for print

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to prepare electronic files that require some processing before printing or electronic distribution. It applies to files that still require some processing before printing or electronic distribution. It involves clarifying printing requirements, preparing files for print processes and confirming files meet printing requirements.

It applies to those who may provide administrative support or technical expertise when preparing their own files for print as either hard or soft copy documents.

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

Unit Sector

Visual communication – graphic design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Clarify formatting requirements	1.1 Obtain and review documented information for printing requirements and end use for text and image files 1.2 Plan work for printing requirements and deadlines in consultation with required personnel
2. Prepare text for print processes	2.1 Review and save text according to printing requirements 2.2 Apply templates and styles according to printing requirements
3. Prepare graphics for print processes	3.1 Adjust digital images to ensure optimal output 3.2 Confirm final assets are at optimum resolution for required output

ELEMENT	PERFORMANCE CRITERIA
	3.3 Save files in required colour mode and format 3.4 Confirm there are no file errors, missing assets and fonts in final file package 3.5 Confirm master file is archived to allow for future edits and adjustments
4. Finalise work	4.1 Evaluate final files according to printing requirements 4.2 Improve own skills in preparing files for printing using feedback from others 4.3 Submit files to required personnel according to printing requirements 4.4 Make back-up copies of files in line with organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	<ul style="list-style-type: none"> • Demonstrates awareness of self as a learner and seeks opinions of others when improving own skills
Reading	<ul style="list-style-type: none"> • Interprets straightforward textual information from different sources when planning and completing tasks • Reviews text for accuracy and compliance with requirements
Writing	<ul style="list-style-type: none"> • Records key information related to task requirements for personal use
Oral Communication	<ul style="list-style-type: none"> • Articulates clearly using required language when discussing requirements • Confirms understanding using listening and questioning techniques
Numeracy	<ul style="list-style-type: none"> • Interprets numerical data when performing technical requirements
Self-management	<ul style="list-style-type: none"> • Understands role and associated responsibility when completing work to required standards, timelines and organisational procedures
Initiative and enterprise	<ul style="list-style-type: none"> • Makes routine decisions about preparation and production of text and image files that meet printing requirements
Planning and organising	<ul style="list-style-type: none"> • Plans and organises own workload taking production requirements into account and completing tasks in a logical sequence

SKILL	DESCRIPTION
Technology	<ul style="list-style-type: none">• Understands the purposes and functions of digital systems and tools and operates them according to printing requirements

Unit Mapping Information

Supersedes and is equivalent to CUAGRD301 Prepare files for publication

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>