CUAPHI303 Process photo images to work-print and file stage

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to produce multiple proof sheets, work-prints and digital files that demonstrate the application of selected photo imaging techniques consistent with a specific brief.

It applies to individuals who are responsible for completing either chemical or digital processes. They could be working in photo centres, specialised photo processing laboratories or photography studios.

At this level, work may be undertaken independently or with supervision, depending on the work context.

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

Unit Sector

Visual communication – photo imaging

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for photo image processing	1.1 Confirm photo image processing requirements from production brief
	1.2 Select work environment that meets requirements for image processing tasks
	1.3 Set up equipment and materials required for processing work
	1.4 Follow workplace health and safety procedures
2. Process images	2.1 Download digital files as required

ELEMENT	PERFORMANCE CRITERIA
	2.2 Process film according to specifications as required
	2.3 Organise negatives or files, as applicable, into appropriate folders
	2.4 Maintain safety and cleanliness of work environment throughout all processes
	2.5 Document work progress according to workplace procedures
3. Finalise the processing of photo images	3.1 Select appropriate source images
	3.2 Apply techniques required to produce analog or digital proof sheets
	3.3 Select images from proof sheets that match the concept or required outcome
	3.4 Use enhancement and printing techniques to output work-prints or display, and save on screen in appropriate formats
	3.5 Finalise work within agreed timelines
4. Complete post-processing activities	4.1 Clean and restore work environment to its original state
	4.2 Care for equipment according to manufacturer instructions
	4.3 Report damage to equipment to key personnel according to workplace procedures
	4.4 Store equipment according to workplace procedures and ensure readiness for future use

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 2.2, 2.5, 4.2, 4.4	• Interprets straightforward information and technical data from relevant sources to identify useful information and its application for photographic processing
Writing	2.5, 4.3	• Uses clear, specific and industry-related terminology to record image processing information and report equipment damage

Oral Communication	4.3	• Uses everyday language and industry terminology to convey information to relevant people
Navigate the world of work	1.4, 4.1, 4.2, 4.4	• Understands the nature and purpose of own role and associated responsibilities to follow established organisational practices and workplace safety procedures in performance of work tasks
Get the work done	1.2, 1.3, 2.3, 2.4, 3.3-3.5	• Plans, organises and finalises routine tasks, taking some responsibility for decisions regarding sequencing and outcomes • Follows routine procedures for processing and proofing, and determines selection and manipulation of images that meet requirements • Understands the purpose and some specific functions of common digital tools and processes used in the workplace • Completes required tasks within established timelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPHI303 Process photo images to work-print and file stage	CUVPHI303A Process photo images to work-print and file stage	Updated to meet Standards for Training Packages. Minor edits to elements and performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef 6b803d5

PwC's Skills for Australia