Australian Government

Department of Education, Employment and Workplace Relations

CUVPHI303A Process photo images to work-print and file stage

Release: 1

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Modification History

Version	Comments
CUVPHI303A	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use chemical and electronic image processing techniques to make photo work-print images.

Application of the Unit

The skills and knowledge outlined in this unit are applied by people responsible for processing photo images using either chemical or digital processes. They could be working in photo centres, specialised photo processing laboratories or in photography studios.
At this level, work may be independent or supervised depending on the work context.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
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

1. Prepare for photo image processing	1.1 Confirm photo image processing requirements from work 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 Adhere to codes of practice and workplace safety procedures
2. Process images	2.1 Download digital files as required 2.2 Process film according to specifications as required 2.3 Organise negatives and/or files into appropriate ***folders*** 2.4 Ensure that work environment remains clean and safe during the production of work 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 3.5 Finalise work within agreed work parameters
4. Restore work environment and equipment	4.1 Safely clean and restore work environment to its original state 4.2 Clean and maintain equipment according to manufacturer instructions 4.3 Report damage to equipment according to workplace procedures 4.4 Store equipment according to workplace procedures and ensure readiness for future use

Required Skills and Knowledge

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

Required skills

- communication and literacy skills to:
  - read and interpret written instructions
  - read and interpret technical data, and material safety data sheets (MSDS)
  - identify and label source images and copies
- numeracy skills to:
  - interpret technical charts and diagrams relating to photo imaging processing procedures and techniques
  - calculate and measure materials required for image processing
- planning and organising skills to set up equipment in a logical sequence
- self-management skills to plan work tasks
- technical skills to use a range of software in the context of processing photo images.

Required knowledge

- work space requirements for photo imaging
- capabilities of digital and/or wet darkroom equipment and their applications
- characteristics of different materials under different treatments and the potential of these characteristics to achieve different effects
- elements and principles of design and how they may be used and adapted for image processing
- traditions that inform photo imaging practice and how they may be used to inform own practice
- intellectual property issues and legislation associated with photo imaging work
- environmental issues associated with the equipment and materials used in photo imaging work
- organisational and legislative OHS procedures in relation to photo imaging work, including manual handling and chemicals.

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: • produce multiple proof sheets, work prints and digital files that demonstrate the application of selected techniques consistent with concept or brief.
Context of and specific resources for assessment	Assessment must ensure access to: • materials, resources and equipment needed to safely process, and enhance analog or digital photo images.
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 observation of the candidate's skills in using equipment and materials required for the production of proof sheets, work prints and digital files • evaluation of proof sheets, work prints and digital files produced by the candidate • discussion and questioning about the candidate's intention and the work outcome • review of portfolios of evidence • review of third-party reports from experienced practitioners. Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities and people who may have literacy or numeracy difficulties, such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • CUVDIG301A Produce digital images.

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.

Work environment may be:	• darkroom equipped with:
	  • appropriate lighting and plumbing
	  • enlargers
	  • film processing and developing requirements
	  • safely installed and managed electrical cabling
	• digital work area equipped with:
	  • computer
	  • printer
	  • safely installed and managed electrical cabling
	  • scanner
	  • storage for software.

Equipment may include:	• analog camera • computer • digital camera • discs and digital media storage cards • enlargers • film and flatbed scanners • imaging applications • monitor • output devices • relevant wet darkroom equipment • timers.

Materials may include:	• a range of film types for:
	  • black and white photography
	  • colour photography
	  • colour transparencies
	• a range of light-sensitive papers
	• chemicals for wet darkroom film processing and developing
	• storage folders.

Folders for storage may include:	• desktop folders • electronic media transfer and storage devices: • CDs

	• DVDs • memory cards • negative sleeves/enclosures.
Ways to ***document work progress*** may involve:	• diagrams • folder of data sheets with notes • recording procedures • visual diary.
Source images may include:	• files created from scanned images • files from digital cameras • film negatives • gelatine silver-based films from camera exposures • prints or other subjects (flatbed scanned).
Techniques applied may relate to:	• ease of realisation • elements and principles of design • personal affinity with techniques • relationship of the work to traditions of photographic practice.
Enhancement techniques may involve:	• burning • contrast • density • digital adjusting of levels or curves • digital correction of colour correction • dodging • spotting and basic retouching • using digital toolbox functions • using photo relevant menu.

Unit Sector(s)

Visual communication – photo imaging