



Australian Government

ICPPRN2820 Produce and manage basic digital print

Release: 1

ICPPRN2820 Produce and manage basic digital print

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to construct a range of electronic data files, perform basic colour management techniques and produce and manage a print run to achieve maximum productivity.

It applies to individuals working in the printing and graphic arts industry who perform a range of mainly routine tasks, work under direct supervision and use limited practical skills and knowledge in a defined context.

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

Unit Sector

Printing

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. Liaise with clients	1.1 Communicate print service and quality expectations to client according to enterprise procedures 1.2 Advise clients on how to set up electronic data files for digital printing according to manufacturer specifications and digital print equipment capabilities 1.3 Advise clients on appropriate substrates and document finishing methods for digital printing jobs, according to client budget and job specifications
2. Prepare for job	2.1 Complete electronic file imposition using industry software according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.2 Finalise document finishing requirements for an imposed digital print job with co-workers or external services, as required, according to equipment availability and enterprise procedures 2.3 Output Red Green Blue (RGB), Cyan Magenta Yellow Black (CMYK) and PMS (Pantone Matching System) colour charts and adjust for differences between computer monitor colour and digitally printed colour 2.4 Conduct preview or pre-flight check of electronic data files and verify job set-up according to job specifications 2.5 Apply basic troubleshooting methods to identify unverified data files, file errors and job requirement inconsistencies according to manufacturer specifications
3. Produce print job	3.1 Determine job priority according to job specifications and production schedules 3.2 Conduct print and image quality checks 3.3 Conduct proof run to confirm proof conforms to job specifications and submit for client approval as required 3.4 Conduct print run according to job specifications, monitor machine productivity and quality throughout the print job, and rectify issues as required
4. Finalise job	4.1 Determine steps required for document finishing and perform as required within scope of own role 4.2 Package finished print work to conform to delivery requirements according to job specifications

Foundation Skills

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

Skill	Description
Reading	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	Communicates relationships between ideas and information according to audience and purpose
Oral Communication	Determines client and stakeholder requirements to inform a design or technical brief

Numeracy	• Interprets and analyses a range of mathematical information used in familiar and routine tasks
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role • Complies with work health and safety (WHS) requirements and organisational procedures relevant to own role
Planning and organising	• Takes responsibility for identifying ways of sequencing and combining elements for greater efficiency • Plans, identifies and assembles resources required to complete tasks
Teamwork	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability • Understands what to communicate, with whom and how in routine work situations, identifying relevant information and ideas
Problem solving	• Recognises and anticipates an increasing range of familiar problems, actively looking for early warning signs and implementing contingency plans
Technology	• Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPPRN282 Produce and manage basic digital print.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>