



Australian Government

ICPPRN3850 Apply software applications to digital production

Release: 1

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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 correctly select and use a variety of software applications to efficiently produce a standard job.

It applies to skilled individuals working in digital production in the printing and graphic arts industry who are responsible for digital production workflow and who apply a broad range of competencies in a varied work context. They use some discretion and judgement, and relevant technical knowledge, and provide technical advice and support to others.

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

Pre-requisite Unit

ICPSUP281 Use computer systems.

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. Select and assess software | 1.1 Identify publication requirements of layout brief according to digital production processes 1.2 Select range of software applications according to job specifications 1.3 Use software applications to complete components of the job according to manufacturer specifications and enterprise standards |

| ELEMENT | PERFORMANCE CRITERIA |
|-----------------------------|---|
| 2. Arrange elements on page | <p>2.1 Assemble client copy and images to conform to the design brief</p> <p>2.2 Prepare text and apply required fonts and font size</p> <p>2.3 Create and arrange basic elements and images on the page to conform to the design brief</p> <p>2.4 Determine image resolution and colour mode according to job specifications, and access help function as required</p> <p>2.5 Complete document set-up</p> |
| 3. Check quality | <p>3.1 Review text for possible errors and omissions, and discussed with designated personnel</p> <p>3.2 Arrange basic elements to adhere to design principles</p> <p>3.3 Proof copy and recheck for errors, omissions and overall layout design</p> <p>3.4 Make required changes and review and re-proof as required</p> <p>3.5 Save job according to enterprise procedures</p> |
| 4. Use RIP to output job | <p>4.1 Import layout into a raster image processor (RIP) or front-end processor according to enterprise procedures</p> <p>4.2 Produce layout according to job specifications and enterprise standards</p> |

Foundation Skills

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

| Skill | Description |
|-------------------------|--|
| Writing | <ul style="list-style-type: none"> Enters routine data associated with production processes and enterprise procedures |
| Self-management | <ul style="list-style-type: none"> Identifies and follows explicit and implicit protocols and meets expectations associated with own role |
| Teamwork | <ul style="list-style-type: none"> Identifies what to communicate, with whom and how, in routine work situations |
| Planning and organising | <ul style="list-style-type: none"> Takes responsibility for planning and organising own workload making design choices as appropriate |

| | |
|-----------------|--|
| Problem solving | <ul style="list-style-type: none">Identifies and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts |
| Technology | <ul style="list-style-type: none">Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes |

Unit Mapping Information

Supersedes and is equivalent to ICPPRN385 Apply software applications to digital production.

Links

Companion Volume Implementation Guide is found on VETNet -

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