



Australian Government

ICPPRN385 Apply software applications to digital production

Release: 1

ICPPRN385 Apply software applications to digital production

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

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 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
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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 Publication requirements of layout brief are determined to align with digital production processes and feasibility 1.2 Range of software applications is selected according to job specifications 1.3 Appropriate software applications are used to complete

ELEMENT	PERFORMANCE CRITERIA
	components of the job according to manufacturer's specifications and enterprise standards
2. Arrange elements on page	2.1 Client copy and images are assembled to conform to the design brief 2.2 Text is prepared and required fonts and font size are applied 2.3 Basic elements and images are created and arranged on the page to conform to the design brief 2.4 Image resolution and colour mode are determined according to job specifications, help function is accessed, if required, and solutions to queries found 2.5 Document set-up is completed to conform to the design brief and job specifications
3. Check quality	3.1 Text is reviewed for possible errors and omissions, and errors are discussed with client or supervisor 3.2 Basic elements are arranged to adhere with design principles 3.3 Copy is proofed and rechecked for errors, omissions and overall layout design 3.4 Necessary changes are made and reviewed and re-proofed as required 3.5 Job is saved according to enterprise procedures
4. Use RIP to output job	4.1 Layout is imported into a raster image processor (RIP) or front-end processor according to workplace procedures 4.2 Layout is produced according to job specifications and enterprise standards

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	1.1-1.3, 2.1, 2.3-2.5, 3.1, 4.2	<ul style="list-style-type: none"> Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications

Writing	2.2, 3.1	<ul style="list-style-type: none"> Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.1	<ul style="list-style-type: none"> Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Navigate the world of work	1.1-1.3, 2.1-2.5, 3.5, 4.1, 4.2	<ul style="list-style-type: none"> Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.1-1.3, 2.4, 2.5, 3.1, 4.2	<ul style="list-style-type: none"> Understands what to communicate, with whom and how, in routine work situations
Get the work done	1.2, 1.3, 2.1-2.5, 3.2-3.5, 4.1, 4.2	<ul style="list-style-type: none"> Takes responsibility for planning and organising own workload making design choices as appropriate Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN385 Apply software applications to digital production	ICPPRN385A Apply software applications to digital production	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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