ICPPRN3890 Manage digital files

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 store and retrieve electronic files for efficient access.

It applies to individuals who work under limited supervision in the application of digital file management.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Save digital files	1.1 Identify enterprise file management requirements 1.2 Create digital file folder storage system and name files according to enterprise format 1.3 Save required files using enterprise format 1.4 Select and use version control system
2. Retrieve and manage digital files	2.1 Retrieve and open required files from digital file system 2.2 Use computer search functions to find incorrectly stored files 2.3 Send files to required location and amend any naming errors
3. Archive digital files	3.1 Create archive system according to enterprise procedures 3.2 Select and undertake backup strategies to allow for retrieval of

ELEMENT	PERFORMANCE CRITERIA
	files if there is a data loss event
	3.3 Retrieve files from archive system

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	• Uses a number of reading strategies to identify and interpret relevant information within familiar text types
Writing	• Enters routine data associated with production processes and enterprise procedures
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role evaluating effectiveness of decisions on how well they met stated goals
Planning and organising	• Determines priorities and sequences steps involved in clearly defined, familiar tasks
Problem solving	• Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Initiative and Enterprise	• Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes • Manages and maintains files securely in a variety of storage media and formats

Unit Mapping Information

Supersedes and is equivalent to ICPPRN389 Manage digital files.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d