



Australian Government

Assessment Requirements for ICPPRN389 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 1.0.

Performance Evidence

Evidence of the ability to:

- store, retrieve and archive various file types
- find and use information relevant to the task from a variety of information sources.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list work health and safety (WHS) factors for using a computer
- point out the location of manuals, safety and other documentation relevant to digital file management procedures and discuss the contained information
- explain elementary computer operating system functions
- discuss file hierarchy
- outline advantages and disadvantages of different file systems
- explain file size and how it impacts on hard drive space
- identify different file types and how this relates to file size
- explain how to rename a file
- outline version control procedures
- discuss operating systems' search function
- explain backup processes
- outline how to achieve different formats.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the printing field of work and include access to:

- special purpose tools, equipment and materials
- high-end computers
- network hard drives
- external hard drives
- DVDs
- BluRay discs.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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