



**Australian Government**

# **ICPPRN389 Manage digital files**

**Release: 1**

## ICPPRN389 Manage digital files

### 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 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Save digital files	1.1 Logical digital file system of folders and sub-folders is created and files are named using enterprise format 1.2 Files are saved using appropriate format into digital file system 1.3 Version control is used to ensure the most recent files can be accessed
2. Retrieve and manage digital files	2.1 Required files are retrieved and opened from digital file system 2.2 Computer search functions are used to find incorrectly stored files 2.3 Files are sent to required location and any naming errors are amended

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Archive digital files	3.1 Archive system is created according to enterprise protocols 3.2 Consistent, regular backup strategies are undertaken to allow for retrieval of files if there is a data loss event 3.3 Files are retrieved 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.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1-1.3, 2.1-2.3, 3.1-3.3	<ul style="list-style-type: none"> <li>Uses a number of reading strategies to identify and interpret relevant information within familiar text types</li> </ul>
Writing	1.1-1.3, 3.1	<ul style="list-style-type: none"> <li>Enters routine data associated with production processes and enterprise procedures</li> </ul>
Navigate the world of work	1.1, 1.2, 2.1, 2.3, 3.1, 3.2	<ul style="list-style-type: none"> <li>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</li> </ul>
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.3	<ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined, familiar tasks</li> <li>Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts</li> <li>Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes</li> <li>Manages and maintains files securely in a variety of storage media and formats</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
ICPPRN389 Manage	ICPPR389A Manage	Updated to meet	Equivalent unit

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
digital files	digital files	Standards for Training Packages	

## Links

Companion Volume implementation guides are found in VETNet -

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