



Australian Government

ICPPRN4840 Prepare for variable data printing

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 confirm data requirements and prepare and link data to a template ready for printing.

It applies to individuals in the printing and graphic arts industry who use analytical and technical skills to access complex information from databases to produce customised print runs.

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. Confirm data requirements	1.1 Identify job specifications 1.2 Identify materials required for page design, layout and content 1.3 Determine and confirm source and format of data 1.4 Evaluate page design template for printing purposes, and label static and variable fields 1.5 Agree responsibility for data accuracy and other tests with client and in accordance with privacy legislation
2. Prepare data	2.1 Establish data required to populate copy holes in the variable-data template 2.2 Confirm fields to be populated and link to data required

ELEMENT	PERFORMANCE CRITERIA
	2.3 Use composition engine to achieve required data format and page layout requirements for merging variable data and static elements 2.4 Develop business rules to reduce data errors and discrepancies 2.5 Perform soft proof and confirm quality of all static and variable elements 2.6 Produce sample from the machine and check for conformance to job specifications

Foundation Skills

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

Skill	Description
Teamwork	<ul style="list-style-type: none"> Follows accepted communication practices and protocols when liaising with clients to seek agreement
Planning and organising	<ul style="list-style-type: none"> Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and assembles required resources
Problem solving	<ul style="list-style-type: none"> Responds to predictable problems and implements standard or logical solutions related to role in immediate work environment
Technology	<ul style="list-style-type: none"> Uses digital equipment and reads data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPPRN484 Prepare for variable data printing.

Links

Companion Volume Implementation Guide is found on VETNet -

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