



**Australian Government**

# **ICPPRN484 Prepare for variable data printing**

**Release: 1**

# ICPPRN484 Prepare for variable data printing

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

It applies to individuals 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 Job specifications are reviewed to identify document purpose 1.2 Materials required for page design, layout and content are identified from job specifications 1.3 Source and format of data is determined and confirmed 1.4 Page design template is evaluated for printing purposes, and static and variable fields are correctly understood and labelled 1.5 Responsibility for data accuracy and other tests such as spell checks and postal software is agreed with client and in accordance with privacy legislation
2. Prepare data	2.1 Data required to populate copy holes in the variable-data template is established

ELEMENT	PERFORMANCE CRITERIA
	<p>2.2 Fields to be populated are confirmed and linked to data required to mark up copy holes in the variable-data template</p> <p>2.3 Composition engine is used to achieve required data format and page layout requirements for merging variable data and static elements</p> <p>2.4 Business rules are developed to reduce data errors and discrepancies (If possible, a data sample is obtained and preliminary checks run, making sure data and format is correct)</p> <p>2.5 Soft proof is performed to ensure quality of all static and variable elements If high variability, RIPped data is spooled prior to printing to maintain higher engine speeds</p> <p>2.6 Sample from the machine is produced and checked for conformance to job specifications</p>

## 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, 1.2, 2.1-2.3, 2.6	<ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant instructions, procedures and specifications</li> </ul>
Writing	1.4, 1.5, 2.1, 2.4	<ul style="list-style-type: none"> <li>Completes workplace forms and labels accurately</li> </ul>
Oral Communication	1.5	<ul style="list-style-type: none"> <li>Participates effectively in spoken interactions using appropriate vocabulary, and questioning and listening techniques to gain approvals</li> </ul>
Navigate the world of work	1.5	<ul style="list-style-type: none"> <li>Understands implications of legislative requirements for completion of tasks</li> </ul>
Interact with others	1.5	<ul style="list-style-type: none"> <li>Follows accepted communication practices and protocols when liaising with clients to seek agreement</li> </ul>
Get the work done	1.3, 1.4, 2.2-2.6	<ul style="list-style-type: none"> <li>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and assembles required resources</li> <li>Responds to predictable problems and implements standard or logical solutions related to role in</li> </ul>

		<p>immediate work environment</p> <ul style="list-style-type: none"> <li>• Uses digital equipment and reads data from electronic monitoring and control systems</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN484 Prepare for variable data printing	ICPPR484C Prepare for variable data printing	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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