



**Australian Government**

# **ICPPRN4940 Apply advanced software applications to digital production**

**Release: 1**

# ICPPRN4940 Apply advanced software applications to digital production

## 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 correctly select and use a variety of high-end software applications to efficiently produce a standard job.

It applies to individuals who create standard jobs that require the use of multiple applications in the digital production sector.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

ICPPRN3850 Apply software applications to digital production

## 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 client brief and job specifications   | 1.1 Review details of client design brief and job specifications and clarify with designated person<br>1.2 Determine type of documents and assess production requirements<br>1.3 Assemble client copy and images according to design brief requirements<br>1.4 Assess and select software applications according to job |

| ELEMENT                           | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. Arrange elements on page       | <ul style="list-style-type: none"><li>2.1 Set guides and display grid according to job specifications</li><li>2.2 Create elements and arrange on page</li><li>2.3 Arrange elements in layers according to selection and re-arrangement requirements</li><li>2.4 Format imported text and data from other applications and resolve any cross-application formatting issues</li><li>2.5 Format document text</li><li>2.6 Import graphics and other required elements from other applications and arrange according to design brief</li></ul>                                                                                  |
| 3. Produce objects                | <ul style="list-style-type: none"><li>3.1 Produce objects, enter required attributes and manipulate shapes according to requirements for graphic framework finalisation</li><li>3.2 Adjust lines and curves and edit to fit design specifications</li><li>3.3 Paint and transpose objects and scale effects according to design brief</li><li>3.4 Create, edit and save colours to colour palette and adjust saturation of colour</li><li>3.5 Select colour and appearance attributes and copy as required</li><li>3.6 Paint and blend using gradients, fills and patterns as required by layout and design brief</li></ul> |
| 4. Edit images                    | <ul style="list-style-type: none"><li>4.1 Retouch images to conform with job specifications</li><li>4.2 Undertake colour and tone corrections</li><li>4.3 Apply contouring technique to produce required image result</li><li>4.4 Save edited image in required format according to import requirements</li><li>4.5 Identify and employ image storage requirements</li></ul>                                                                                                                                                                                                                                                |
| 5. Produce publication-ready file | <ul style="list-style-type: none"><li>5.1 Check file for errors in accordance with client brief and job specifications</li><li>5.2 Use colour modes and libraries according to job specifications</li><li>5.3 Apply image resolution according to output specifications</li><li>5.4 Apply bleeds and printer marks as required</li><li>5.5 Save completed file according to enterprise procedures</li></ul>                                                                                                                                                                                                                 |

## 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                 | <ul style="list-style-type: none"><li>Identifies and interprets text to establish job requirements</li><li>Checks for errors by comparing text in prepared files against requirements</li></ul>                              |
| Numeracy                | <ul style="list-style-type: none"><li>Uses mathematical skills to determine image resolution</li></ul>                                                                                                                       |
| Self-management         | <ul style="list-style-type: none"><li>Follows organisational procedures relevant to own role</li></ul>                                                                                                                       |
| Teamwork                | <ul style="list-style-type: none"><li>Selects and uses appropriate communication practices when liaising with others to gain approvals</li></ul>                                                                             |
| Planning and organising | <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></ul> |
| Problem solving         | <ul style="list-style-type: none"><li>Responds to predictable problems and implements standard or logical solutions related to role in immediate work environment</li></ul>                                                  |
| Technology              | <ul style="list-style-type: none"><li>Reads data from electronic monitoring and control systems</li></ul>                                                                                                                    |

## Unit Mapping Information

Supersedes and is equivalent to ICPPRN494 Apply advanced software applications to digital production.

## Links

Companion Volume Implementation Guide is found on VETNet -

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