Assessment Requirements for ICPPRN4970 Work with digital information

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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.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete at least three different work projects involving the use and manipulation of digital information as required by the job role
- follow a structured process to solve at least three different types of problems with digital information.

In the course of the above the candidate must:

- identify scope and level of engagement with digital information required by the job role.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- fundamentals of digital information:
    - its definition and methods of creating it
    - language of digital information
    - sharing procedures (including basic networking principles and the cloud)
    - security considerations
    - archiving and storage requirements
- various levels of engaging with digital information, their scope and the requirements of different job roles involving access and use, understanding and creating
- purpose and use of different types of digital devices
- nature and key features of different types of digital media, their components, and opportunities and constraints of each:
    - text
    - images
    - video

- sound
- databases
- multimedia
- interactive media
- social media
- different types of digital file formats, their uses, and steps required to adapt them for different purposes
- national and international standards and protocols governing creation and use of digital information
- key features to consider in digital information tasks within the workplace:
  - rights and responsibilities in access and use
  - ethical considerations regarding use
  - copyright affecting information sharing
  - privacy
  - safety and risk management
- trends in creation and use of digital information and processes in context of work role and industry sector
- steps in a logical problem-solving process that can be used when working with digital information
- sources of information and assistance when working with digital information
- ways and channels to maintain currency of knowledge around use and management of digital information.

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
- industry software packages.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d