Australian Government

ICPPRN4970 Work with digital information

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 determine the scope and level of engagement with digital information needed in the job role, work with digital information effectively, solve problems with digital information, and maintain currency of own digital knowledge.

It applies to any individual working with digital information in the printing and graphic arts industry. They may provide leadership or guidance to others and take limited responsibility for the work of others.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine requirement to work with digital information	1.1 Identify scope and level of engagement required to work with digital information within own role 1.2 Identify specific aspects of work tasks that require digital literacy

ELEMENT	PERFORMANCE CRITERIA
2. Engage with digital information	2.1 Use and share digital information according to established standards and protocols 2.2 Select work processes based on knowledge of digital work processes and features of digital devices 2.3 Identify and act on different digital formats and their associated requirements
3. Solve problems with digital information	3.1 Identify and explore reasons for problems with digital information 3.2 Identify nature of problem based on knowledge of digital formats 3.3 Identify questions that need to be asked, and steps needed to solve the problem 3.4 Identify sources of information and assistance that could assist in resolving the problem 3.5 Access, interpret and use information to resolve the problem
4. Maintain currency of digital knowledge	4.1 Identify opportunities to update knowledge about working digital information 4.2 Access opportunities to improve quality of own work 4.3 Share updated information with others

Foundation Skills

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

Skill	Description
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Teamwork	• Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	• Takes responsibility for identifying own work requirements
Problem solving	• Identifies and takes responsibility for addressing predictable, and

	some less predictable, problems in familiar work contexts
Technology	• Utilises information technology and software to work with digital information

Unit Mapping Information

Supersedes and is equivalent to ICPPRN497 Work with digital information.

Links

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