



**Australian Government**

# **Assessment Requirements for ICPPRN497 Work with digital information**

**Release: 1**

# Assessment Requirements for ICPPRN497 Work with digital information

## Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- correctly identify scope and level of engagement with digital information required by the job role
- complete at least THREE different work projects involving the appropriate and correct 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.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain fundamentals of digital information:
  - what it is
  - how it is created
  - the language of digital information
  - how it is shared (including basic networking principles and the cloud)
  - security considerations
  - archiving and storage requirements
- explain different levels of engaging with digital information, the scope of each level and requirements of different job roles:
  - accessing
  - using
  - understanding
  - creating

- explain general purpose and current use of different types of digital devices
- outline nature and key features of different types of digital media, including components, and opportunities and constraints of each:
  - text
  - images
  - video
  - sound
  - databases
  - multimedia
  - interactive media
  - social media
- outline different types of digital file formats, what they are used for, and how they might need to be adapted for different purposes
- outline national and international standards and protocols governing creation and use of digital information
- outline key features of being an effective digital citizen in and outside the workplace:
  - rights and responsibilities
  - ethical considerations
  - copyright
  - privacy
  - safety and risk management
- outline trends in creation and use of digital information and digital processes in context of own work role and industry sector
- describe steps in a logical and deliberate problem-solving process that can be used when working with digital information
- list sources of information and assistance when working with digital information
- discuss ways 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 must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

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