Australian Government

ICPPRN497 Work with digital information

Release: 1

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.

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.

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 Scope and level of requirement to work with digital information within own work role is correctly identified 1.2 Specific aspects of work tasks that require digital literacy are recognised
2. Engage with digital information	2.1 Digital information is used and shared responsibly according to established standards and protocols 2.2 Correct work processes are selected based on knowledge of digital work processes and general features of digital devices 2.3 Different digital formats and their associated requirements are correctly recognised and acted on

ELEMENT	PERFORMANCE CRITERIA
3. Solve problems with digital information	3.1 Problems with digital information are promptly identified, and possible reasons are explored
	3.2 Nature of problem is identified based on knowledge of digital formats
	3.3 Questions that need to be asked, and steps needed to solve the problem are correctly identified
	3.4 Sources of information and assistance that could assist in resolving the problem are correctly identified
	3.5 Information is accessed, correctly interpreted and used to resolve the problem
4. Maintain currency of digital knowledge	4.1 Opportunities to update knowledge about working digital information are correctly identified
	4.2 Opportunities are accessed and used to improve quality of own work
	4.3 Updated information is shared 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	Performance Criteria	Description
Reading	3.4, 3.5	• Recognises and interprets text to establish job requirements from information
Oral Communication	1.1-2.5, 3.1, 4.2	• Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Navigate the world of work	1.1, 1.2, 2.1,	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	4.3	• Understands what to communicate, with whom and how, in routine work situations
Get the work done	2.1-2.3, 3.1-3.5	• Takes responsibility for identifying own work requirements • Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts

		• Utilises information technology and software to work with digital information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN497 Work with digital information	Not applicable	New Unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d