Australian Government

ICPPRP224 Produce pages using a page layout application

Release: 1

ICPPRP224 Produce pages using a page layout application

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 compose pages based on a client brief using a high-end application, and covers how to arrange basic elements on a page, finalise artwork and check quality.

It applies to individuals in the printing and graphic art industry who design and prepare layouts and artwork, and manipulate images and texts to meet production requirements. They generally work under direct supervision.

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

Unit Sector

Pre-Press

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 Arrange elements on page	1.1 Client copy and images are assembled to conform to design brief
	1.2 Text is prepared and required fonts and font sizes are used
	1.3 Basic elements are created and arranged on page to conform to design brief
	1.4 Elements are copied and pasted according to design brief
	1.5 'Help' function is accessed if required and solution to queries found
	1.6 Document set-up is completed to conform to design brief
2 Finalise artwork	2.1 Pages and combined elements are composed correctly to suit

ELEMENT	PERFORMANCE CRITERIA
	specified page size
	2.2 Margins and borders incorporate a bleed allowance
3 Check quality	3.1 Text is reviewed for possible errors and omissions, and errors are discussed with client or supervisor
	3.2 Basic elements are arranged maintaining overall layout balance and correct tonal quality
	3.3 Hardcopy proof is printed and rechecked for errors, omissions and overall layout balance
	3.4 Trim marks and margins are correctly placed
	3.5 Necessary changes are made and reviewed on screen and re-proofed as required
	3.6 Job is saved according to enterprise procedures
	3.7 Proof or PDF is created to present to client

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	1.1-1.6, 3.1, 3.3, 3.5	• Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	1.2	• Gathers information from range of sources to record using headings, instructions and layout that meet audience needs and text purpose
Oral Communication	3.1	• Uses appropriate vocabulary, including technical language relevant to role and context
Numeracy	1.3, 2.1, 2.2, 3.4	• Selects and uses appropriate familiar mathematical problem-solving strategies to solve problems in familiar contexts
Navigate the world of work	3.6	• Recognises and follows organisational and legislative requirements associated with own role
Interact with others	3.1	• Uses appropriate communication protocols and conventions to confirm or clarify client requirements

Get the work done	1.1-1.5, 2.1, 2.2, 3.1-3.4, 3.7	• Determines priorities and sequences steps involved in clearly defined, familiar tasks • Applies analytical processes to resolve problems • Initiates standard procedures when responding to familiar problems within immediate context • Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to create and save files in required format

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP224 Produce pages using a page layout application	ICPPP224C Produce pages using a page layout application	Updated to meet Standards for Training Packages	Equivalent unit

Links

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