



Australian Government

ICPPRP2320 Electronically combine and assemble data for page layouts

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 electronically combine and assemble data to produce a page layout.

It applies to individuals 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare the work	1.1 Identify job specifications, and data and equipment required 1.2 Execute computer functions to access required data from electronic files in compliance with work health and safety (WHS) requirements 1.3 Check required data and confirm it meets format requirements and manufacturer specifications for software application and output 1.4 Check system for required fonts and confirm storage capacity is available to fulfil job specifications
2. Combine data	2.1 Compose pages 2.2 Place elements on page

ELEMENT	PERFORMANCE CRITERIA
	2.3 Apply trapping 2.4 Prepare image output and apply required colour profiles
3. Create multiple images	3.1 Prepare basic step and repeat layout 3.2 Step images 3.3 Confirm output meets job specifications

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and evaluates text to establish job requirements
Planning and Organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks
Technology	Identifies purposes, specific functions and key features of common digital systems and tools and operates them to create and save files in required format
Problem Solving	- Applies analytical processes to resolve problems - Initiates standard procedures when responding to familiar problems within immediate context

Unit Mapping Information

Supersedes and is equivalent to ICPPRP232 Electronically combine and assemble data.

Links

Companion Volume Implementation Guide is found on VETNet -

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