



Australian Government

ICPPRP2970 Transfer digital files

Release: 1

ICPPRP2970 Transfer digital files

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 needed to manipulate, delete and transfer digital files.

It applies to individuals who handle and document digital files. Individuals generally work under limited supervision and with defined procedures.

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. Save digital files	1.1 Identify enterprise procedures and requirements for files and work health and safety (WHS) procedures for working on computers 1.2 Name files using required enterprise format 1.3 Check file for use of formats required for enterprise processing 1.4 Use version control and confirm most recent file can be accessed
2. Transfer digital files	2.1 Select files to be transferred and select method of transfer 2.2 Locate and navigate locations where files are to be saved and downloaded 2.3 Transfer files to required location for processing 2.4 Check transferred files to confirm transfer has occurred as planned

ELEMENT	PERFORMANCE CRITERIA
	2.5 Document, move, rename, copy, archive and delete files as required according to enterprise standards
3. Archive digital files	3.1 Create archive system 3.2 Implement consistent, regular backup strategies to allow for retrieval of files in case of data loss 3.3 Retrieve files from archive system

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
Self-management	- Evaluates and follows organisational procedures within scope of own role - Follows standardised routine without supervision to prevent potential hazards
Planning and Organising	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Plans, identifies and assembles resources required to complete 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	Responds to predictable problems and implements standard and logical solutions

Unit Mapping Information

Supersedes and is equivalent to ICPPRP397 Transfer digital files.

Links

Companion Volume Implementation Guide is found on VETNet -

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