Australian Government

ICPPRP3220 Digitise images for reproduction

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 scan images, including line-art, greyscale and colour originals.

It applies to individuals who design and prepare layouts and artwork, manipulate images and text, and apply solutions to a defined range of problems.

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. Prepare for job	1.1 Identify job specifications 1.2 Scale original image 1.3 Clean and prepare work surfaces and confirm images are dust free 1.4 Mount original image according to enterprise procedures
2. Prepare scanner	2.1 Set up scanner and calibrate according to manufacturer specifications 2.2 Enter data from copy evaluation onto scanner 2.3 Select scanner software
3. Produce images	3.1 Identify medium being scanned 3.2 Confirm disk capacity is sufficient for the job 3.3 Set and check processor according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	3.4 Scan images according to work health and safety (WHS) requirements
	3.5 Check scanned images against technical specifications of job and make required adjustments

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
Numeracy	• Analyses a range of mathematical information used in familiar and routine tasks
Self-management	• Complies with enterprise requirements and follows organisational procedures within scope of own role • Takes responsibility for planning and organising own workload, and initiates standard procedures when responding to familiar problems
Planning and organising	• Determines priorities and sequences steps involved in clearly defined, familiar tasks, and assembles required resources
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools and operates them as required

Unit Mapping Information

Supersedes and is equivalent to ICPPRP322 Digitise images for reproduction.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d