



Australian Government

ICPPRP3240 Create pages using page layout applications

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 compose pages according to a client design brief, using a high-end application.

It applies to individuals who design and prepare layouts and artwork, manipulate images and text, and apply solutions to a defined range of problems. They may also provide leadership and guidance to others, with limited responsibility for the output of others.

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

Pre-requisite Unit

ICPPRP224 Produce pages using a page layout application.

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. Confirm client design brief	1.1 Identify, review and clarify details of client design brief with required personnel 1.2 Determine document type and work health and safety (WHS) requirements and assess production requirements 1.3 Assemble client copy and images 1.4 Access library files for required data
2. Set up document	2.1 Set up master pages with multiple columns 2.2 Prepare and format required text and select required fonts and

ELEMENT	PERFORMANCE CRITERIA
	size 2.3 Use master pages, templates and style sheets as required and confirm data is the same after transfer 2.4 Link text boxes and columns as required for text flow, and select chapter heading hierarchies 2.5 Set up colour palettes 2.6 Complete document set-up to conform to production requirements
3. Format elements	3.1 Format and arrange imported text, graphics and elements from other applications to design brief requirements and resolve any cross-application formatting issues 3.2 Create and arrange elements on page
4. Finalise artwork	4.1 Compose pages and combined elements to suit sheet size 4.2 Identify required numerical sequence and perform laydown of product and mock-up as required to meet binding and finishing requirements 4.3 Incorporate bleed allowance in margins and borders
5. Check quality	5.1 Check text for possible errors and discuss omissions and errors with required personnel 5.2 Check overall balance of layout and colour blends and gradients in arrangement of elements 5.3 Create and check proof for errors, omissions and overall layout balance 5.4 Make necessary changes, review on screen, and reproof as required 5.5 Save job according to enterprise procedures and manufacturer specifications 5.6 Create digital proof in required file format to present to client

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 - Uses explicit strategies to make connections between information and ideas

Writing	• Uses a variety of strategies for planning, drafting, reviewing and proofreading own writing • Selects text type to communicate information and ideas
Oral Communication	• Participates in spoken interactions by using vocabulary, including technical language, relevant to role and context
Numeracy	• Selects and uses mathematical strategies to solve problems in familiar contexts
Self-management	• Identifies and follows explicit and implicit protocols and meets expectations associated with own role • Takes responsibility for decisions about when and how to complete tasks and coordinates with others
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating interaction
Planning and Organising	• Operates from a broad conceptual plan, developing operational detail in stages, regularly reviewing priorities and performance during implementation, identifying and addressing issues • Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools and operates them to complete tasks

Unit Mapping Information

Supersedes and is equivalent to ICPPRP324 Create pages using a page layout application.

Links

Companion Volume Implementation Guide is found on VETNet -

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