



Australian Government

ICPPRP3960 Generate high-end PDF files

Release: 1

ICPPRP3960 Generate high-end PDF 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 required to generate a high-end Portable Document Format (PDF) file.

It applies to individuals who check, set and create high-end PDF files ready to be sent to an imaging centre. Individuals respond to clearly defined briefs and work under limited supervision.

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

Pre-requisite Unit

ICPPRP2840 Produce PDF files for online and screen display.

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. Check and prepare file	1.1 Confirm document meets layout requirements of job brief and that all elements meet print requirements 1.2 Check images meet resolution requirements 1.3 Edit images requiring cropping and compression in an image editing environment 1.4 Check images against recipient requirements and delete unnecessary elements and blank pages
2. Set up PDF assembly	2.1 Set paper size and select fonts to meet print quality requirements

ELEMENT	PERFORMANCE CRITERIA
software	2.2 Identify PDF standard required for task 2.3 Select and check all software options according to requirements of the data recipient and resolve any problems identified 2.4 Set up job ticket according to enterprise procedures 2.5 Select advanced job options according to compatibility and system requirements 2.6 Name and save job options to required folder
3. Create PDF	3.1 Set PDF export options according to file preferences and export 3.2 Print file to device in compliance with work health and safety (WHS) requirements and confirm quality of all elements meets data recipient requirements 3.3 Alter file in the layout program and insert pages into multiple page documents as required 3.4 Convert and export additional files using the saved job option set

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	<ul style="list-style-type: none"> Identifies and evaluates text to establish job requirements Proofreads documents and confirms vocabulary, grammar and consistency of information and clarity of meaning
Writing	<ul style="list-style-type: none"> Completes workplace forms using technical and enterprise specific vocabulary
Numeracy	<ul style="list-style-type: none"> Performs calculations to determine bleed allowances in pages and borders
Self-management	<ul style="list-style-type: none"> Follows enterprise procedures within scope of own role Takes responsibility for planning and organising own workload
Teamwork	<ul style="list-style-type: none"> Uses required communication protocols and conventions to confirm and clarify recipient requirements
Planning and Organising	<ul style="list-style-type: none"> Plans, identifies and assembles resources required to complete tasks Responds to predictable problems and implements standard and logical solutions
Technology	<ul style="list-style-type: none"> Identifies purposes, specific functions and key features of common digital systems and tools and operates them to create, edit and save files in required format

	<ul style="list-style-type: none">• Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems
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Unit Mapping Information

Supersedes and is equivalent to ICPPRP396 Generate high-end PDF files.

Links

Companion Volume Implementation Guide is found on VETNet -

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