



Australian Government

ICPPRP4840 Set up and operate automated workflow

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 operate a digital workflow to check files, manage job tickets, manage colour and prepare files for output.

It applies to individuals who set up and operate an automated workflow to produce a print-ready file.

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. Check job files and perform pre-flight	1.1 Identify job specifications, work health and safety (WHS) requirements and enterprise procedures and check and confirm all details required for the job 1.2 Load files and check all file resources to determine if file is ready for production 1.3 Identify file format and select method of submission according to job specifications 1.4 Embed missing fonts where available and optimise, crop and compress image data as required 1.5 Thicken hairlines to a minimum width according to job specifications 1.6 Assign and down sample layout images as high resolution data 1.7 Generate thumbnails for viewing pages

ELEMENT	PERFORMANCE CRITERIA
2. Create portable job ticket format processors	2.1 Define parameters for individual elements and steps for all phases of the job 2.2 Sequence all job phases according to workflow and enterprise processes 2.3 Set access levels for operators according to job and manufacturer specifications 2.4 Review and save workflow definition
3. Transform colours	3.1 Check assigned colour libraries for consistency and convert colour names if inconsistency is present 3.2 Convert spot colours to process colours as required 3.3 Identify and select International Colour Consortium (ICC) profile according to job specifications 3.4 Match output colours to colours input using selected International Colour Consortium (ICC) profile 3.5 Set colours for final proof output
4. Set trapping parameters and proof pages	4.1 Use portable job ticket format trapping settings and add additional trapping requirements as required 4.2 View and check traps in file, and modify and remove as required 4.3 View a separation-capable proof to confirm separations will output as required 4.4 Assign imposition plan to the job 4.5 Print form proof from plotter containing all printer marks, and view signature marks for final checking 4.6 Output and check pages on a proofer, making any required changes before client approval
5. Prepare for output	5.1 Output jobs to be imaged to required output media 5.2 Capture and manage data according to enterprise procedures 5.3 Generate information for presetting of cutting and folding machines as required and confirm plug-ins are available 5.4 Export and save Job Definition Format files as required for the print console and output for required output media 5.5 Save and archive job data 5.6 Sign-off documentation according to enterprise procedures

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 - Proofreads documents and confirms vocabulary, grammar and consistency of information and clarity of meaning
Writing	Completes workplace documents using technical and enterprise-specific vocabulary
Oral Communication	Participates in spoken interactions with clients to confirm and clarify understanding
Self-management	- Follows organisational procedures relevant to own role - Takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Problem Solving	Uses required communication protocols and conventions to gain client approval
Planning and Organising	Takes responsibility for planning and organising own workload and assembles required resources
Technology	Utilises a broad range of features within applications, optimising software functions for specific purposes

Unit Mapping Information

Supersedes and is equivalent to ICPPRP484 Set up and operate automated workflow.

Links

Companion Volume Implementation Guide is found on VETNet -

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