



Australian Government

ICPPRP4940 Develop document content and structure

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 develop the content meaning and document structure for web page and electronic publishing purposes.

It applies to individuals who are responsible for creating and delivering documents to readers in electronic output and for-print format, and who work under limited supervision.

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

Pre-requisite Unit

ICPPRP3960 Generate high-end PDF files.

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. Identify document requirements	1.1 Identify job specifications 1.2 Develop document content and structure according to document intent and final media requirements 1.3 Identify and group information according to the job brief 1.4 Determine target audience requirements and expectations according to the brief
2. Input content	2.1 Arrange information according to job specifications 2.2 Simulate generation of new documents based on the original content to test content meaning

ELEMENT	PERFORMANCE CRITERIA
	2.3 Prepare an information hierarchy, catering for physical file storage
3. Develop information architecture and navigation system	3.1 Design information hierarchy, accounting for navigation and access between files and groups of content 3.2 Develop information hierarchy, checking data to confirm hierarchy sequence 3.3 Prepare search and retrieval mechanisms for content discovery 3.4 Create high level, local and document navigation systems based on information architecture
4. Design information layout	4.1 Develop templates for textual and graphic elements to facilitate consistent and uniform layout and visual design 4.2 Link an extensible template to the document
5. Test document	5.1 Develop suite of prototypes for all document levels 5.2 Test rigour of information architecture at all levels 5.3 Test functioning and intuitive use of navigational features for all levels according to intended audience 5.4 Test visual design and layout at all levels against required onscreen design principles 5.5 Test for levels of accessibility for people with disabilities

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
Self-management	Identifies and meets organisational and industry requirements associated with own role
Planning and Organising	- Takes responsibility for planning and organising own workload using analytical processes to decide on a course of action - Selects and assembles resources required
Problem Solving	Takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Technology	Utilises a broad range of features within applications, optimising software and computer functions for required purposes

Unit Mapping Information

Supersedes and is equivalent to ICPPRP494 Develop document content and structure.

Links

Companion Volume Implementation Guide is found on VETNet -

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