



Australian Government

ICPSUP2800 Enter data into electronic systems

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 retrieve and amend job data from production machinery and document changes.

It applies to individuals who access job specifications and document changes using an electronic system. This unit can be applied to a wide range of machines to access job information and transfer information for the next production stage.

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

Unit Sector

Support

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. Access data	1.1 Identify job specifications and required industry program for data entry 1.2 Identify, locate and access data using required industry program 1.3 Check and amend data to conform to job specifications
2. Input data	2.1 Plan data loading schedule according to enterprise requirements 2.2 Load data according to Australian Standards, regulatory requirements, work health and safety (WHS) requirements and job specifications 2.3 Check data to confirm output conforms to job requirements

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 text within job specifications and follows written instructions
Writing	Records key information related to outcomes of the job
Self-management	Takes personal responsibility for adhering and complying with legal and regulatory requirements
Planning and Organising	Plans and implements routine, familiar tasks in the immediate work context
Technology	Identifies purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Supersedes and is equivalent to ICPSUP280 Enter data into electronic system.

Links

Companion Volume Implementation Guide is found on VETNet -

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