



Australian Government

**Assessment Requirements for ICPSUP2810
Use computer systems in the printing and
graphic arts sectors**

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.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of the unit, including evidence of the ability to:

- use a stand-alone computer/terminal with industry-standard software applications to create and access at least two files.

In the course of the above, the candidate must:

- operate a computer to perform various basic computing functions
- label and save files in a variety of formats and locations.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- the work health and safety (WHS) requirements when working on a computer
- procedures for starting, operating and stopping the computer
 - when computer power should be turned off
 - procedures for using and sharing passwords
 - accessing alternative file storage devices
- basic typing skills
 - base finger positions on the keyboard
 - benefits of typing evenly and consistently
- use of applications
 - producing a compressed file
 - the functions of master pages, templates, style sheets and macros
 - workplace requirements for saving files
 - processes and locations for storing data
 - issues that may cause data loss and ways to avoid them.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the area of work.

This includes access to:

- stand-alone computer or terminal with mouse and keyboard
- industry standard software.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>