



**Australian Government**

# **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.

## Application

This unit describes the skills and knowledge required to perform basic functions on a computer.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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. Use a stand-alone computer	1.1 Confirm posture at the keyboard accords with work health and safety (WHS) procedures 1.2 Access data and confirm no loss has occurred 1.3 Manipulate data to ensure future access, retrieval and storage of data according to enterprise procedures
2. Perform computer functions	2.1 Identify job requirements and required data and computer functions 2.2 Access, save and retrieve data for reference and amendment 2.3 Identify and select required program for the job to be undertaken

ELEMENT	PERFORMANCE CRITERIA
	2.4 Use mouse and keyboard functions to operate industry-standard computer systems 2.5 Use features of applications to deliver an output to job specifications 2.6 Save data in required format and file location 2.7 Use master pages, templates and style sheets consistently, according to job requirements, to confirm data is the same after transfer

## 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"> <li>Identifies text within job specifications and follows written instructions</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Records key information related to outcomes of the job</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Identifies rights and responsibilities and complies with enterprise and regulatory requirements</li> <li>Takes responsibility for organising resources required for the task</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>Follows routine procedures for some common and other less common tasks in the immediate work context</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Identifies purpose and some specific functions of some common digital tools used in work contexts</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to ICPSUP281 Use computer systems.

## Links

Companion Volume Implementation Guide is found on VETNet -

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