



Australian Government

Department of Education, Employment and Workplace Relations

ICP20210 Certificate II in Printing and Graphic Arts (Desktop Publishing)

Release: 2

ICP20210 Certificate II in Printing and Graphic Arts (Desktop Publishing)

Modification History

Release	Comments
Release 2	This version released with <i>ICP10 Printing and Graphic Arts Training Package version 2.0</i> . Imported elective units updated with the most current equivalent.
Release 1	This Qualification first released with <i>ICP10 Printing and Graphic Arts Training Package version 1.0</i> .

Description

This qualification applies to individuals who assist in the production of professionally designed and presented documents, using desktop publishing software. They will generally work under direct supervision and use limited practical skills and fundamental operational knowledge in a defined context.

Job Roles

Assistant desktop publisher
Pre-press worker

Pathways Information

Pathways into the qualification

Candidates may enter the qualification with limited or no vocational experience and without a relevant lower level qualification.

Pathways from the qualification

At the completion of this qualification candidates could choose to enter:

- ICP30112 Certificate III in Printing and Graphic Arts (Graphic Design Production)
- ICP30212 Certificate III in Printing and Graphic Arts (Graphic Pre-press)
- ICP30312 Certificate III in Printing and Graphic Arts (Multimedia)
- ICP30512 Certificate III in Printing and Graphic Arts (Printing)
- ICP30612 Certificate III in Printing and Graphic Arts (Screen Printing).
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Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Prerequisite Units

Code and title	Prerequisite units required
ICPPP321C Produce a typographic image	ICPPP221C Select and apply type

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the Employability Skills required for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • completing production records accurately • providing feedback to colleagues about printing and in-line processes and specifications • reporting problems and machine faults to supervisors
Teamwork	<ul style="list-style-type: none"> • operating production processes with fellow workers and communicating with workers involved in prior and subsequent processes
Problem solving	<ul style="list-style-type: none"> • evaluating and proofing own work
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action • contributing to occupational health and safety (OHS) management and raising issues with designated person
Planning and organising	<ul style="list-style-type: none"> • collating details of job and machine specifications and printing processes to ensure efficient production • setting preferences, document summaries and search index options according to the requirements of the brief
Self-management	<ul style="list-style-type: none"> • completing production records accurately • producing work within deadlines
Learning	<ul style="list-style-type: none"> • identifying lessons learnt from projects to apply to future projects
Technology	<ul style="list-style-type: none"> • using desktop publishing software and equipment, word processing packages, spreadsheets and project management software and tools

Packaging Rules

Total number of units = 15 units
4 core units, plus
5 elective units from Group A, plus
6 elective units from Group B.

Up to **2 elective units** from Group A can be substituted with Group B elective units listed below.

4 elective units must be selected from the Group B elective units listed below.

Up to **2 Group B elective units** may be selected from the remaining elective units or from qualifications at the same level or one level higher, in this Training Package or any other endorsed Training Package or accredited course.

Elective units must be relevant to the qualification level, job role, work outcome and industry requirements. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Core Units

BSBSUS201A Participate in environmentally sustainable work practices
ICPSU216C Inspect quality against required standards
ICPSU260C Maintain a safe work environment
ICPSU262C Communicate in the workplace

Group A Elective Units

ICPMM263C Access and use the Internet
ICPPP211C Develop a basic design concept
ICPPP221C Select and apply type
ICPPP224C Produce pages using a page layout application
ICPPP225C Produce graphics using a graphics application
ICPPP252C Output images

Group B Elective Units

ICAWEB429A Create a markup language document to specification
ICPMM321C Capture a digital image
ICPMM322C Edit a digital image
ICPPP232C Electronically combine and assemble data
ICPPP260C Proof images
ICPPP286A Scan images for reproduction
ICPPP284B Produce PDF files for online or screen display
ICPPP321C Produce a typographic image
ICPPP322C Digitise images for reproduction
ICPPR384A Set up and produce basic digital print
ICPSU261C Follow OHS practices and identify environmental hazards
MSACMC210A Manage the impact of change on own work
MSACMS200A Apply competitive manufacturing practices
MSACMS201A Sustain process improvements
MSACMT230A Apply cost factors to work practices
MSACMT240A Apply 5S procedures in a manufacturing environment
MSACMT270A Use sustainable energy practices
MSACMT271A Use sustainable environmental practices
MSACMT280A Undertake root cause analysis

