



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP224C Produce pages using a page layout application

Revision Number: 1

ICPPP224C Produce pages using a page layout application

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to compose pages based on a client brief using a high-end application.
------------------------	--

Application of the Unit

Application of the unit	This unit requires the individual to arrange basic elements on a page, finalise the artwork and check the quality.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Arrange elements on page	1.1. Client copy and images are assembled to conform to the design brief 1.2. Text is prepared and required fonts and font size are used 1.3. Basic elements are created and arranged on page to conform to the design brief 1.4. Elements are copied and pasted according to the design brief 1.5. The help function is accessed if required and solution to queries found 1.6. Document set up is completed to conform to the design brief
2. Finalise artwork	2.1. Pages and combined elements are composed correctly to suit specified page size 2.2. Margins and borders incorporate a bleed allowance
3. Check quality	3.1. Text is reviewed for possible errors and omissions and errors are discussed with client or supervisor 3.2. Arrangement of the basic elements maintains overall balance of the layout and correct tonal quality 3.3. A hard copy proof is printed and rechecked for errors, omissions and the overall balance of the layout 3.4. Trim marks and margins are correctly placed 3.5. Necessary changes are made and reviewed on screen and reproofed as required 3.6. The job is saved according to enterprise procedures 3.7. A proof or PDF is created to present to client

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by clarifying information with client or supervisor
- collecting, analysing and organising information by arranging elements on a page
- planning and organising activities by identifying basic elements to be used
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by organising basic elements on the page
- problem-solving skills by imposing pages and combined elements to correctly suit specified sheet size
- use of technology by using hardware and software applications

Required knowledge

- consideration given to the printing process during the design phase
- problems that can occur if the printing process isn't considered during the design stage
- substrate size consideration during imposition
- planning for multiple colours and graphics during imposition
- considerations that are given to ensuring your health and safety when using a keyboard
- importance of saving documents in particular areas of a computer or network
- finding a document on a computer or network
- changing and saving templates
- the value of style guides and style sheet

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> producing a page layout that meets the client's design brief and is print ready demonstrate an ability to find and use information relevant to the task from a variety of information sources prepare TWO different sets of page layouts according to the listed Performance Criteria for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment page layout applications such as QuarkXPress, INDesign, PageMaker or others will be required for assessment of this unit of competency. New software applications and new versions of existing products enter the market regularly and therefore this example group will change.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,</p>

EVIDENCE GUIDE

	for example:
	<ul style="list-style-type: none"> • ICPPP211C Develop a basic design concept.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Basic elements may include:

- simple filled or unfilled boxes, frames, and rules (lines) or bullets used as accents or to divide a page into sections.

Document set up may include:

- margins, page size, page orientation, number of pages, arrangement of pages.

Enterprise procedures may include:

- enterprise procedures for saving a document may include the preferred format, naming preferences and the location the file is saved to.

High-end page layout tools may include:

- may include QuarkXPress, INDesign, PageMaker or others.

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Pre-press
-------------------------	-----------

Co-requisite units

Co-requisite units		