



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP284A Produce PDF files for online or screen display

Revision Number: 1

ICPPP284A Produce PDF files for online or screen display

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to produce both passive and interactive PDF files for online or screen display.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit of competency.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who produce both passive and interactive PDF files for use online or screen display. Individuals will generally work within defined procedures.</p> <p>Individuals will respond to clearly defined briefs and work under limited supervision.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare file	<p>1.1. Use of document is identified according to specifications of the brief</p> <p>1.2. Purpose and audience are established and cultural, equity or gender requirements determined from the brief or client</p> <p>1.3. Changes required in media size and format are chosen from predefined settings</p> <p>1.4. Relevant fonts for online readability are selected, text is formatted, chunked and article threads added as required for online ease of reading</p> <p>1.5. Navigation plan or display timing is developed and required elements or areas allocated on document</p> <p>1.6. Document is checked to ensure correct layout file and there are no non-printable elements</p> <p>1.7. Unnecessary elements and blank pages are deleted, if not required</p> <p>1.8. Document is proofed for colour, positioning, bleed allowance, gramma and text</p>
2. Create PDF	<p>2.1. The final media of the file is identified and correct Distiller preset job options and colour management settings are chosen</p> <p>2.2. Document is opened and exported to PDF or postscript file for conversion in Distiller</p> <p>2.3. PDF file is exported to correct folder, opened and checked against requirements of the brief</p>
3. Edit file	<p>3.1. Text corrections are made using the text touch-up tool as required</p> <p>3.2. Images are edited using the touch-up object tool as required</p> <p>3.3. Page orientation is changed, pages inserted and deleted as required</p> <p>3.4. Bookmarks are added and named or edited with magnification added as required</p>
4. Perform navigation	<p>4.1. Menus are created for major themes with buttons and graphics consistently placed and easily identifiable to the user</p> <p>4.2. Internal and external links with actions are added according to the requirements of the brief</p> <p>4.3. Navigation is consistent and traceable to ensure maximum usability and user confidence</p>

ELEMENT	PERFORMANCE CRITERIA
	4.4. Users are given more than one navigational option for moving through the document
5. Perform file management	5.1. Fonts and graphics are embedded where possible for greater portability 5.2. All additional files are saved in the correct folder and in appropriate format 5.3. All unused element or pages are removed to reduce size
6. Display settings	6.1. Screen display preferences are set as required to suit brief 6.2. Magnification is set for consistency of display 6.3. Transactions are applied as desired to suit brief 6.4. Actions and preferences for multimedia elements are applied to suit final media
7. Finalise the document	7.1. Final file is saved to correct folder and opened to check for correct screen display and magnification 7.2. All links, bookmarks and actions are tested for correct operation 7.3. Navigation is assessed for intuitive usability 7.4. Document is tested in a range of environments and platforms for consistency and predictable display 7.5. File naming conventions are logical and comparable for cross-platform use

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- occupational health and safety (OHS) skills for operating machinery, such as safely switching off machinery before cleaning is started
- communication and literacy skills for expressing ideas and information, reformatting text and adding article threads as required for final media
- planning, organising and analytical skills for setting preferences, document summaries and search index options according to the requirements of the brief
- teamwork skills for maintaining the production process in association with others
- numeracy skills for settings paper size and format
- problem-solving skills for rotating, deleting and inserting pages as required by the brief
- technical skills for computer operation and producing interactive PDF files

Required knowledge

- file type and use
- page sizes and formats for online print
- use of different fonts on online document
- reformatting text in an online document
- OHS standards that relate to working for long periods on computers
- various document types

Evidence Guide

EVIDENCE GUIDE	
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.	
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"> • produce both passive and interactive online and screen display PDF files • locate and use information relevant to the task from a variety of information sources.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • that conditions are typical ambient conditions found in the workplace • access to relevant facilities, equipment hardware and software • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
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 • practical demonstration by the candidate when producing a passive and interactive PDF file.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p> <p>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.</p>

Range Statement

RANGE STATEMENT	
<p>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.</p>	
<i>Documents</i> may include:	<ul style="list-style-type: none"> • stand alone document • software e-book reading device • online documents.
<i>Elements</i> may include:	<ul style="list-style-type: none"> • file management • images • tables and other non-text items.
<i>File</i> may include:	<ul style="list-style-type: none"> • tagged image file format (TIFF) • encapsulated postscript (EPS) • joint photographic expert group (JPEG) • rich text format (RTF) • portable network graphics (PNG).
<i>Final media</i> may include:	<ul style="list-style-type: none"> • e-books • websites • hard copy • online documents.
<i>Screen display</i> may include:	<ul style="list-style-type: none"> • passive • interactive.
<i>Actions</i> may include:	<ul style="list-style-type: none"> • movies • sound clips • menu commands.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Pre-press
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Co-requisite units

Co-requisite units		