Australian Government

Department of Education, Employment and Workplace Relations

ICPPP285A Scan a mono image

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

ICPPP285A Scan a mono image

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare line or tone copy, set up a scanner to reproduce the image to meet the technical specifications suitable for print media production.
	No licensing, legislative, regulatory or certification requirements apply to this unit of competency.

Application of the Unit

Application of the unit	This unit applies to individuals who prepare the subject to be scanned and set up the scanner to ensure that the ***image output*** will be of a standard to meet the technical standards required for the technical specifications of the job and print media requirements.
	Individuals will generally work under supervision and within defined procedures.

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. Prepare line and/or tone original for scanning	1.1. The line or tone image/copy is scaled to conform to production specifications or *quality standards* 1.2. The quality of the line or tone *image input* is assessed to determine scanner settings 1.3. The line or tone image is prepared for mounting to *scanner* ready for scanning
2. Prepare scanner	2.1. The scanner is selected and set correctly for the mono image to be scanned 2.2. Appropriate *software* is selected for scanning line and/or tone images
3. Scan image	3.1. The original image is scanned for reproduction 3.2. The quality of the scanned image is checked against the job/ design specifications and the printing reproduction requirements 3.3. Appropriate software is applied to scan and process the image 3.4. Image is checked for compliance with design specifications

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 applying correct ergonomics when operating in a computer environment
- analytical skills for interpreting the appropriate scanning parameters for the job specifications
- problem-solving skills for determining scanners and specifications to meet output requirements
- teamwork skills for maintaining the production process in association with others
- technical skills for setting up the scanner to suit various printing processes or electronic media

Required knowledge

- characteristics of a line or tone image
- printing processes and the type of substrates used for printing processes
- OHS issues associated with scanner/computer operations
- scanner resolution
- correct controls for scanner operation
- hardware requirement for line and tone scanning
- computer software requirement for line and tone scanning
- scanners and specifications
- software requirements and specifications to process and output the image
- sources of information and other documentation related to safety and scanner operation
- correct storing of manuals and documentation
- correct use of hardware and software
- reproduction matching requirements to resolution factors and job brief

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	Evidence of the ability to: - determine the capability of scanner hardware and software to meet reproduction requirements for print media - scan images to meet requirements and which are transferrable across design, pre-press and print sectors - use of information relevant to the task from a variety of information sources - use a flat-bed or drum scanner and reproduce three examples of line and tone reproductions with supporting comments on set-up criteria and job specifications.
Context of and specific resources for assessment	Assessment must ensure: - that conditions are typical of the ambient conditions found in the prepress workplace - access to relevant facilities, equipment and materials for the reproduction and production of images to suit the needs of the print media processes - evidence of scanner system maintenance procedures - use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - direct questioning in relation to the operating specifications of scanners suitable for print media applications - third party input and workplace reports of candidate performance - practical demonstration by the candidate when scanning and processing the image.
Guidance information for	Holistic assessment with other units relevant to the

EVIDENCE GUIDE	
assessment	industry sector, workplace and job role is recommended.
	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.

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.	
Quality standards may include:	• enterprise and industry standards
Image input may include:	• a variety of originals or copy with high contrast line or continuous tone characteristics
Scanner may include:	• flat-bed • drum scanner
Software may include:	• appropriate software relative to image input and quality output device

Unit Sector(s)

Unit sector	

Competency field

Competency field	Pre-press

Innovation and Business Skills Australia

Co-requisite units

Co-requisite units		