



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP334C Prepare an imposition format for printing processes

Revision Number: 1

ICPPP334C Prepare an imposition format for printing processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to create layouts and impositions.
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Application of the Unit

Application of the unit	This unit requires an individual to manually develop a lay-down sheet and imposition scheme, combine components and meet production and finishing requirements.
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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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Generate a lay-down sheet and imposition scheme</p>	<p>1.1. Printing processes, sheet sizes and binding and finishing instructions are applied to the finished artwork to generate an imposition scheme</p> <p>1.2. A lay-down sheet and imposition scheme are generated according to folding and binding machine requirements and special printing requirements</p>
<p>2. Impose pages and combine components to the final machine sized work sheets</p>	<p>2.1. Pages and combined components are imposed correctly to suit specified sheet size</p> <p>2.2. Numerical sequence and lay-down of the product or mock-up are correctly identified to meet binding and finishing requirements</p>

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 interpreting implicit and explicit requirements of the job brief
- collecting, analysing and organising information by accessing data on software capabilities and production requirements and matching them with the job brief
- planning and organising activities by planning the sequence of operations to facilitate smooth processing of the job
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by calculating enlargement/reduction factors, fit, spatial relationships between elements, impositions and colour profiles
- problem-solving skills by adjusting fit, maximising efficiency of imposition and using colour correction so that output meets requirements of the brief
- use of technology by preparing work for final production

Required knowledge

- main considerations when preparing a layout for a printing press
- different working methods for sheet fed presses
- image control marks that are important for press operation
- calculations that need to be done to ensure that the size of the layout is correct
- impact of paper considerations on the type of imposition used
- image control marks at the binding finishing stage
- factors that influenced your imposition
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

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"> printing processes, sheet sizes, binding and finishing instructions and numerical sequence and lay-down of the product meet job and binding and finishing requirements the underlying skill of imposition should be transferable across the design and pre-press sectors. It is important that the substrate for reproduction is identified and that the quality of the photographic image be suitable for the identified printing processes demonstrate an ability to find and use information relevant to the task from a variety of information sources prepare, set up and use the manual or software system to produce TWO layouts according to the listed Performance Criteria.
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 it is expected that special purpose cameras, tools, equipment and industry software packages will be used where appropriate.
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>

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>Input</i> may include:	<ul style="list-style-type: none"> • variety of four-colour images and page assembly.
<i>Capture</i> may include:	<ul style="list-style-type: none"> • images to be imposed can be hard copy or electronic.
<i>Manipulation/edit</i> may include:	<ul style="list-style-type: none"> • hand or electronic techniques.
<i>Output</i> may include:	<ul style="list-style-type: none"> • manually prepared layout or electronically generated on screen or plotting.
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> • should meet client requirements and enterprise and industry standards.

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		

