Australian Government

Department of Education, Employment and Workplace Relations

ICPPP396A Generate high-end PDF files

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

ICPPP396A Generate high-end PDF files

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to generate a high-end PDF file that is ready to be sent to an imaging centre.
	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 required to generate a high-end PDF file that is ready to be sent to an imaging centre.
	Individuals will respond to clearly defined briefs and work under limited supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	ICPPP284A	Produce PDF files for online or screen display

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. Check file	1.1. Document is checked to ensure correct layout file and that there are no **non-printable elements**
	1.2. Scanned images are checked for correct resolution and **electronic font modification** is avoided
	1.3. Images requiring cropping and **compression** are edited in an **image editing environment** to maintain quality of image
	1.4. Tint areas are checked to ensure correct percentage for printing
	1.5. Unnecessary elements and blank pages are deleted if not required
	1.6. A bleed allowance is incorporated in margins and borders
2. Set PDF Distiller	2.1. Correct paper size is set and fonts are chosen and embedded to meet quality print requirements with regard to copyright regulations
	2.2. Appropriate PDF standard is established and selected
	2.3. All job options, compression, colour management, colour separation and font options are selected and checked according to requirements of the **data recipient**
	2.4. Process colour separations or spot colour jobs are checked and any problems resolved
	2.5. A job ticket is set up according to enterprise procedures, if required
	2.6. **Advanced job options** are selected depending on compatibility and system requirements
	2.7. Job options set is named and saved to the correct folder
3. Create PDF	3.1. A printer description file or postscript language file is created and all relevant options are selected or export file settings selected
	3.2. Saved postscript file is opened and the job option file is opened through the Distiller as required
	3.3. Distiller/PDF export options are checked and set so it does not override the postscript file preferences
	3.4. File is distilled and when processing is finished opened to view
	3.5. The file is printed to postscript device and quality of

ELEMENT	PERFORMANCE CRITERIA
	all elements are checked
	3.6. Changes to the file are made in the layout program and pages inserted into multiple page documents
	3.7. Additional files are converted or exported using the saved job option set

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
- communication skills for expressing ideas and information when preparing PDF files
- planning, analytical and organising skills for checking documents to ensure correct file layoutbefore preparing the postscript file
- teamwork skills for maintaining the production process in association with others
- numeracy skills for incorporating a bleed allowance into margins and borders
- problem-solving skills for resolving problems with process colour separations
- technical skills for generating high-end PDF files

Required knowledge

- OHS standards that relate to working for periods of time on computers
- PDF printer driver options
- driver types and preferred application
- suitability of a PDF writer for high-end printing
- true base 13 fonts

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: • prepare a high-end PDF file for pre-press • locate and use information relevant to the task from a variety of information sources.
Context of and specific resources for assessment	Assessment must ensure: • that conditions are typical ambient conditions found in the workplace • access to relevant facilities, equipment required to generate a high-end PDF files • 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 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 generating a high-end PDF file.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role. 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.	
Non-printable elements may include:	• hairlines • elements outside margins.

Electronic font modification may include:	• bold
	• italic
	• shadowed
	• contoured
	• select fonts like:
	  • Times-Bold
	  • Times-Italic.

Compression may include:	• compression levels • compression types.
Image editing environment may include:	• Adobe Photoshop • Adobe PhotoDeluxe • Corel Photo-Paint • Procreate Painter • MGI PhotoSuite • Adobe Illustrator • CorelDRAW • Macromedia Freehand • Creature House Expression.
Data recipient may include:	• pre-press house • pre-press technician • printing house.
Advanced job options may include:	• converting gradients • ASCII format • postscript to override job options • document structuring conventions options.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Pre-press

Co-requisite units

Co-requisite units		