



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP421C Compose and evaluate typography

Revision Number: 1

ICPPP421C Compose and evaluate typography

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to undertake advanced typesetting and typography involving contingencies and problem solving beyond routine requirements.
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Application of the Unit

Application of the unit	<p>This unit requires an individual to compose type, resolve any technical reproduction issues and manage type storage and retrieval.</p> <p>The individual would be working independently and be able to cope with the unexpected challenges related to the job.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	ICPPP221C Select and apply type.	

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. Compose type	1.1. Type is composed according to job specifications 1.2. Allowance is made for type run-arounds, stipples, spot colour and complex shapes 1.3. Kerning is applied to type according to job specifications
2. Solve typographic technical problems	2.1. Capabilities of the equipment to produce type are assessed correctly 2.2. Technical problems relevant to the colour and reproduction of type are resolved by re-evaluation of typographic elements or amendment of the brief in consultation with the client
3. Ensure quality of typographic output	3.1. The finished typography is checked for conformance to client specifications, including correct grammar and punctuation and printing requirements 3.2. The quality of typographic reproduction is monitored to ensure the required standards of output
4. Manage the type system	4.1. The electronic type system is managed to facilitate the storage, retrieval and outputting of data 4.2. Type software and fonts have current user licences that allow the type to be used for the job 4.3. Type software and files are stored in appropriate locations for future access

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 brief and discussing format of inputs with the client
- collecting, analysing and organising information by matching information on fonts, typography, colour, production constraints with the brief to ensure best possible outcome
- planning and organising activities by composing type using overlays and tints
- teamwork when resolving technical problems in consultation with the client
- mathematical ideas and techniques by calculating fit, font size, enlargement/reduction factors and costs
- problem-solving skills by solving problems of fit, colour and costs to produce best possible result
- use of technology by using appropriate software correctly to ensure ease of subsequent processing

Required knowledge

- typographic considerations that must be taken into account when making type face selections for the various printing processes or electronic media
- effects that type alignment and justification have on a job
- nature of dynamic design layouts which affect type selection
- difference between text point size and display point size
- basic classifications of text typefaces
- problems that arise when using fine type in reverse print
- typographic principles that must be considered when stippling type
- colour considerations when using text type
- references that you utilised to evaluate if appropriate grammar has been used in this job
- references that you utilised to evaluate if appropriate punctuation has been used in this job
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents
- other sources of information that are available

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"> • composing type using overlays, tints and kerning to meet specifications. Resolving any technical problems. The quality of type reproduction meets the quality standards defined in the job specifications • the underlying skill of solving typographic problems should be transferable across the design and pre-press sectors. It is important that the substrate for reproduction is identified and that the competencies be demonstrated with a clear identification of printing processes • demonstrate an ability to find and use information relevant to the task from a variety of information sources • produce and evaluate TWO complex typographic jobs 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.
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>Complexity</i> may include:	<ul style="list-style-type: none"> intricate and contingency operations requiring problem solving beyond the routine operation.
<i>Clients</i> may include:	<ul style="list-style-type: none"> internal or external clients.
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> should meet client requirements and enterprise and industry standards.
<i>Type of software</i> may include:	<ul style="list-style-type: none"> suitcase FontAgent X Fontographer FontLab TypeTool and type utilities new software applications and new versions of existing products enter the market regularly, therefore this example group will change.
<i>Tools</i> may include:	<ul style="list-style-type: none"> a range of manual or electronic equipment and software applications.
<i>Application</i> may include:	<ul style="list-style-type: none"> design can be specific to publishing, consultancy, advertising or packaging in hard copy or electronic media.
<i>Input</i> may include:	<ul style="list-style-type: none"> type can be generated manually or electronically using typesetting software applications.

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		