Australian Government

Department of Education, Employment and Workplace Relations

ICPPR388A Preflight and import complex images for digital devices

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICPPR388A Preflight and import complex images for digital devices

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to confirm that digital files required for the printing process are all present, valid, correctly formatted and of the desired format to be imported into a digital device.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	This unit requires the application of preflight procedures and importation of files into raster image processors (RIPs) for individuals working in the digital sector of the printing industry.

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. Access and preflight electronic files	1.1. Electronic data *files* are located and retrieved using a workstation computer and *industry software* according to job specifications
	1.2. *Preflight* check of electronic data files is performed to verify correct job set-up according to job specifications and problems associated with file are identified
	1.3. Troubleshooting methods are applied to identify *file errors* and job requirement inconsistencies
	1.4. Solutions are implemented to rectify errors according to job specifications
	1.5. Preflight presets are configured for various job specifications
2. Import file to RIP or job queue	2.1. Correct output profile is selected according to job specifications
	2.2. Most productive *submission workflow* is selected and documented based on data file format, quantity and file size and document finishing
	2.3. Job priority is determined according to job specifications and production schedules
	2.4. Print driver and/or job download software is correctly installed and set up on workstation computer and/or digital front-end processor
	2.5. Manufacturer's installation instructions are located and/or software installation is coordinated according to enterprise procedures
	2.6. Data file is submitted to *output device*, image quality and machine productivity checks are performed and adjustments made to correct any problems

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 using correct ergonomics when operating the computer
- communicating ideas and information by interpreting implicit and explicit requirements of the job brief
- collecting, analysing and organising information by matching information on production requirements and formats with the job brief
- planning and organising skills by planning the sequence of operations to facilitate smooth processing of the job
- teamwork skills when maintaining the production process in association with others
- numeracy skills for calculating correct resolution for output device
- problem-solving skills by correcting mistakes in electronic files to conform with job specifications
- technical skills for using equipment correctly to ensure ease of subsequent processing

Required knowledge

- printing processes
- required resolution for various output conditions
- colour modes and how they affect output
- trapping and overprint requirements
- screens - types and angles
- bleed amounts required for various jobs
- impact font types and licensing can have on output
- preflighting tools available in various applications
- different file types and how they can effect output
- factors that influence the processing speed of a job when being ripped
- how the ripping speed of a job can be increased

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: • import electronic files into RIPs or output queues that are error free and meet job specifications • find and use information relevant to the task from a variety of information sources • preflight and import two complex jobs according to manufacturer's specifications and enterprise procedures.
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 and materials used for digital production, such as high-end computers, RIPs, output devices and layout 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	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 • third party workplace reports of on-the-job performance by the candidate • practical demonstration by the candidate in applying preflight procedures and importing files into RIPs.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended • ICPPR496A Set up and produce complex digital print. For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range

EVIDENCE GUIDE	
	of methods for assessment to indicate consistent performance.

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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.	
Files may include:	• full colour jobs with a mixture of text and images.
Industry software may include:	• Adobe Indesign • Illustrator • Acrobat and/or QuarkXpress • new software applications and new versions of existing products entering the market regularly.
Preflight may include:	• manually checking files • using an applications built in preflight functions • plug-ins, such as PitStop or other proprietary software.
File errors may include:	• low image resolution • incorrect colour modes • lack of bleeds • missing links • locked fonts • incorrect trapping and overprint settings.
Submission workflow may include:	• direct output from application • drop folders • manual import.
Output device may include:	• digital press • wide-format printer • computer to plate (CTP).

Unit Sector(s)

Unit sector	

Competency field

Competency field	Printing

Co-requisite units

Co-requisite units		