



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR389A Manage digital files

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to store and retrieve electronic files for efficient access.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>This unit requires the application of digital file management procedures for individuals working in the digital sector of the printing and graphic arts industry.</p> <p>Individuals will respond to clearly defined briefs and work under limited supervision.</p>
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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

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. Save digital files	<p>1.1. A logical digital <i>file system</i> of folders and sub-folders is created and file is named using enterprise format</p> <p>1.2. File is saved using <i>appropriate format</i> into digital file system</p> <p>1.3. <i>Version control</i> is used to ensure the most recent file can be accessed</p>
2. Retrieve and manage digital files	<p>2.1. Required files are retrieved and opened from digital file system</p> <p>2.2. Computer search functions are used to find incorrectly stored files</p> <p>2.3. File is sent to <i>required location</i> and any naming errors are amended</p>
3. Archive digital files	<p>3.1. <i>Archive system</i> is created according to enterprise protocols</p> <p>3.2. Consistent, regular backup strategies are undertaken to allow for retrieval of files if there is a data loss event</p> <p>3.3. Files are retrieved from archive system</p>

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
- communication skills for creating a digital file system
- collecting, analysing and organising skills for storing and retrieving files
- planning and organising skills for backing up and archiving files regularly
- teamwork skills for maintaining the digital file system in association with others
- numeracy skills for storing files with job numbers
- problem-solving skills used when locating lost files
- self-management and learning skills to evaluate and enhance personal effectiveness
- technical skills for using technology when utilising computer to store files

Required knowledge

- OHS factors that need to be addressed when using a computer
- location of manuals, safety and other documentation relevant to digital file management procedures and the information included in these documents
- elementary computer operating system functions
- file hierarchy
- advantages and disadvantages of different file systems
- file size and how it impacts on hard drive space
- different file types and how this relates to file size
- how to rename a file
- version control procedures
- operating systems search function
- backup processes
- different achieve formats

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"> store, retrieve and archive various file types find and use information relevant to the task from a variety of information sources.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> that conditions are typical ambient conditions found in the workplace access to relevant facilities, equipment and materials used for digital file management, such as high-end computers, network hard drives, external hard drives, DVDs and BlueRay discs use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
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 third party workplace reports of on-the-job performance by the candidate practical demonstration by the candidate storing and retrieving electronic files.
Guidance information for assessment	<p>Holistic assessment with other digital production units relevant to the workplace and job role is recommended, such as:</p> <ul style="list-style-type: none"> ICPPR385A Apply software applications to digital production. <p>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.</p>

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.

<i>File system</i> may include:	<ul style="list-style-type: none"> • disk • database • flash • transactional • network or shared disk file system.
<i>Appropriate format</i> may include:	<ul style="list-style-type: none"> • Adobe InDesign • Adobe Photoshop • Adobe Illustrator • tagged image file format (TIFF) • PDF • postscript (PS) • ZIP • encapsulated postscript (EPS).
<i>Version control</i> include:	<ul style="list-style-type: none"> • automated versioning functions or manual techniques, such as naming conventions or folder structure.
<i>Archive system</i> may include:	<ul style="list-style-type: none"> • large storage hard drives • DVDs • BlueRay or online storage solutions.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Printing
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Co-requisite units

Co-requisite units		