



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR484C Prepare for variable data printing

Revision Number: 1

ICPPR484C Prepare for variable data printing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to confirm data requirements and prepare and link data to a template ready for printing.
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Application of the Unit

Application of the unit	This unit requires the individual to use a database requiring sophisticated variable data fields and a complex page layout with multiple static and variable elements, both text and graphics, for producing customised print runs.
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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. Confirm data requirements	<ul style="list-style-type: none">1.1. The <i>job specifications</i> are reviewed to identify document purpose1.2. Materials required for page design, layout and content are identified from job specifications1.3. Source and format of data is determined and confirmed1.4. The page design template is evaluated for printing purposes and static and <i>variable fields</i> are correctly understood and labelled1.5. Responsibility for data accuracy and other tests such as spell checks and postal software is agreed with client
2. Prepare data	<ul style="list-style-type: none">2.1. Data required to populate the copy holes in the variable-data template is established2.2. The fields to be populated are confirmed and linked to data required to <i>markup</i> the copy holes in the variable-data template2.3. A <i>composition engine</i> is used to achieve the required data format and page layout requirements for merging variable data and static elements2.4. Business rules are developed to reduce data errors and discrepancies2.5. If possible, a sample of the data is obtained and preliminary checks run, making sure the data and format is correct2.6. A soft proof is performed to ensure the <i>quality</i> of all static and variable elements2.7. If high variability, RIPped data is spooled prior to printing to maintain higher engine speeds2.8. A sample from the machine is produced and checked for conformance to the job specifications

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 determining and confirming source and format of data in consultation with the client
- collecting, analysing and organising information by evaluating the page design template and correctly labelling static and variable fields
- planning and organising activities by confirming data requirements before developing business rules
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by assessing the output rate of the printing equipment
- problem-solving skills by developing a soft proof to ensure the quality of all static and variable elements
- use of technology by using relevant hardware and software to prepare for variable digital printing

Required knowledge

- PPML/VDX, XML
- privacy legislation
- database operation
- knowledge of data mining

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	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • use a database requiring sophisticated variable data fields and a complex page layout with multiple static and variable elements, both text and graphics with flexible placement • confirm data requirements and prepare data and link it to a template ready for printing on TWO different jobs • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
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 • relevant computer hardware and software.
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, for example:</p> <ul style="list-style-type: none"> • ICPPP385C Operate a database for digital printing • ICAB4135B Create a simple mark-up language document to specification.

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>Job specifications</i> may include:	<ul style="list-style-type: none"> • job sheets, batch processing orders, job specs.
<i>Variable fields</i> may include:	<ul style="list-style-type: none"> • text, images, layout, with flexible placement.
<i>Markup</i> may include:	<ul style="list-style-type: none"> • PPML/VDX, XML.
<i>Composition engine</i> may include:	<ul style="list-style-type: none"> • DL Formatter, Autograph Series, DL Pager, Calligramme, DL Composer.
<i>Quality</i> may include:	<ul style="list-style-type: none"> • efficiency, quality and output rate.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Printing
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Co-requisite units

Co-requisite units		