



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU280C Enter data into electronic system

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to retrieve and amend job information from production machinery.
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Application of the Unit

Application of the unit	This unit requires the individual to pull up job specifications or job information and document changes according to the particular production stage. This unit can be applied to a wide range machines to access job information and transfer information for the next production stage.
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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. Access data	1.1.Data required for the job is called up electronically using industry program 1.2.Data is checked and amended to conform to job specifications
2. Input data	2.1.Load moving is performed to acceptable safe working practices, Australian Standards, codes of practice and specifications 2.2.The data is checked to ensure the output conforms to job requirements

Required Skills and Knowledge

Required knowledge

- relevant printing and publication processes
- aspects related to printing and publication processes that must be considered when transferring electronic files
- computer programs and applications
- converting a file across different computer platforms
- action undertaken to correct a problem should a file fail to transfer correctly
- programs used to manage this file
- file format selection
- consequences of using an incorrect file format
- steps that are required to ensure that the correct file format is used
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

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:

- consistently and accurately enter data into the system
- accurately access and enter data into a machine console or electronic system
- 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

Assessment must ensure:

- 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

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.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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>Equipment</i> may include:	<ul style="list-style-type: none"> manufacturing equipment including printing presses, in-line equipment, paper converting equipment.
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> should meet client requirements and enterprise and industry standards.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		