



Australian Government

CUAGR301 Prepare files for publication

Release: 1

CUAGRD301 Prepare files for publication

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to prepare electronic files for pre-press processing. It applies to files that still require some processing before printing or electronic distribution.

It applies to individuals who may provide administrative support or technical expertise when preparing their own files for publication as either hard or soft copy documents.

No licensing, legislative or certification conditions apply to this unit at the time of publication.

Unit Sector

Visual communication – graphic design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Clarify formatting requirements	1.1 Review documented information about printing requirements and end use for text and image files 1.2 Plan work for pre-press requirements, including deadlines, in consultation with relevant people 1.3 Consider the requirements for different publication processes when planning work and selecting software
2. Prepare text for pre-press processes	2.1 Save text in correct format 2.2 Review text to remove unnecessary formatting 2.3 Apply templates and styles as specified

ELEMENT	PERFORMANCE CRITERIA
3. Prepare graphics for pre-press processes	3.1 Complete scans at appropriate resolution 3.2 Use correct scanning curve 3.3 Save colour in required format 3.4 Complete basic manipulation of digital images as required 3.5 Ensure that combined images can be edited and adjusted 3.6 Check that all templates and styles have been applied correctly 3.7 Save final graphic images in the correct format
4. Finalise work	4.1 Evaluate final files for technical and visual accuracy and fitness for purpose 4.2 Use feedback from others to improve own skills in preparing files for publication 4.3 Submit files to relevant personnel within required deadlines 4.4 Make back-up copies of files in line with organisational procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.2	Demonstrates awareness of self as a learner by seeking the opinions of others to improve own skills
Reading	1.1, 1.2, 2.2, 3.6, 4.1, 4.4	- Interprets straightforward textual information from relevant sources to plan and complete tasks - Reviews text for accuracy and compliance with requirements
Writing	1.2	Records key information related to task requirements for personal use
Oral Communication	1.2, 4.2	Articulates clearly using relevant language to discuss requirements, and listening and questioning techniques to confirm understanding
Numeracy	3.1	Interprets numerical data to perform technical requirements

Navigate the world of work	3.6, 4.3, 4.4	Understands role and associated responsibility to complete work to required standards, timelines and organisational procedures
Get the work done	1.2, 1.3, 2.1-2.3, 3.1-3.5, 3.7, 4.1, 4.3, 4.4	- Plans and organises own workload taking production requirements into account and completing tasks in a logical sequence - Makes routine decisions about preparation and production of text and image files that meet technical and visual requirements and deadlines - Understands the purposes and functions of digital systems and tools and operates them effectively to complete required tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAGRD301 Prepare files for publication	CUVGRD301A Prepare files for publication	Updated to meet Standards for Training Packages and clarify intent.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>