



Australian Government

CUAPHI313 Process photo images

Release: 1

CUAPHI313 Process photo images

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to produce multiple proof sheets and digital files that demonstrate the application of selected photo imaging techniques consistent with a specific brief.

It applies to individuals who are responsible for completing digital processes. They could be working in photo centres or photography studios. At this level, work may be undertaken independently or with supervision, depending on the work context.

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

Unit Sector

Visual communication – photo imaging

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. Prepare for photo image processing	1.1 Confirm photo image processing requirements from production brief 1.2 Select work environment that meets requirements for image processing tasks 1.3 Set up equipment and materials required for processing work
2. Process images	2.1 Download required digital files 2.2 Organise files, as applicable, into appropriate folders 2.3 Maintain safety and cleanliness of work environment throughout all processes 2.4 Document work progress according to workplace

ELEMENT	PERFORMANCE CRITERIA
	procedures
3. Finalise the processing of photo images	3.1 Select appropriate source images 3.2 Apply techniques required to produce analog or digital proof sheets 3.3 Select images from proof sheets that match the concept or required outcome 3.4 Output work-prints or display, and save on screen in required formats using enhancement techniques 3.5 Finalise work within agreed timelines
4. Complete post-processing activities	4.1 Clean and restore work environment to its original state 4.2 Care for equipment according to manufacturer instructions 4.3 Report damage to equipment to key personnel according to workplace procedures 4.4 Store equipment according to workplace procedures and ensure readiness for future use

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets straightforward information and technical data from relevant sources to identify useful information and its application for photographic processing
Writing	• Uses clear, specific and industry-related terminology to record image processing information and report equipment damage
Oral Communication	• Uses everyday language and industry terminology to convey information to relevant people
Self-management	• Understands the nature and purpose of own role and associated responsibilities to follow established organisational practices and workplace safety procedures in performance of work tasks
Planning and organising	• Plans, organises and finalises routine tasks, taking some responsibility for decisions regarding sequencing and outcomes • Follows routine procedures for processing and proofing, and determines selection and manipulation of images that meet requirements • Completes required tasks within established timelines

SKILL	DESCRIPTION
Technology	Understands the purpose and some specific functions of common digital tools and processes used in the workplace

Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to CUAPHI303 Process photo images to work-print and file stage.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUAPHI313 Process photo images

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process photo images according to at least four different production brief requirements.

In the course of the above, the candidate must:

- prepare required work environment, equipment and materials for the task
- produce proof sheets, work-prints and digital files using appropriate techniques within required timeframe
- follow workplace health and safety procedures during photo processing work
- check, clean and store equipment according to workplace requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work space requirements for photo imaging
- capabilities of digital equipment and their applications for processing photo images
- characteristics of materials under different treatments and the varying effects achieved
- common enhancement techniques used to improve the quality of photographic prints
- work health and safety requirements for photo imaging work.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- materials, resources and equipment needed to process and enhance analog or digital photo images.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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