



Australian Government

Department of Education, Employment and Workplace Relations

CUVCRS16B Prepare text and graphic files for print processing

Release: 1

CUVCRS16B Prepare text and graphic files for print processing

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

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 diffusion. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context. This work would usually be carried out independently although guidance would be available if required.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

It is highly recommended that this unit be assessed in conjunction with relevant specialisation units for:

- visual arts and contemporary craft
- design
- photoimaging.

Employability Skills Information

Employability skills

This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Consult with pre-press about formatting requirements.	1.1 Source a checklist for printing requirements from appropriate source and follow throughout preparation process. 1.2 Obtain relevant specifications for file formatting from appropriate source. 1.3 Ensure constraints of different printing processes (and other diffusion techniques) are understood.
2 Prepare text for pre-press processing.	2.1 Save text in appropriate format for pre-press processing. 2.2 Review text to ensure no extraneous or unnecessary formatting. 2.3 Ensure correct use of templates used.
3 Prepare graphics for pre-press processing.	3.1 Ensure graphics or images are saved in appropriate format. 3.2 Ensure scans are completed at appropriate resolution. 3.3 If low resolution FPO (for position only) scans are included ensure high resolution scan is also included. 3.4 Ensure appropriate scanning curve is used. 3.5 Ensure colour is saved in required format. 3.6 Ensure that any combined images can be edited and adjusted. 3.7 Ensure all templates are used correctly.

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills:

Required Skills and knowledge

- literacy skills sufficient to interpret information and material related to preparation for pre-press processing work
- numeracy skills sufficient to calculate layout requirements and materials specifications necessary for preparation for pre-press processing work.

Required knowledge:

- knowledge about different printing techniques and other diffusion techniques and their constraints with respect to design
- knowledge about basic colour theory in relation to preparation for pre-press processing requirements
- knowledge about basic typographic theory in relation too preparation for pre-press processing requirements
- copyright, moral rights and intellectual property issues and legislation associated with preparation for pre-press processing requirements
- organisational and legislative occupational health and safety procedures in relation to preparation for pre-press processing work
- environmental issues associated with the equipment, tools and materials associated with preparation or pre-press processing work.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The following evidence is critical to the judgement of competence in this unit:

- production of files for at least three jobs involving text and graphics which cause no pre-press processing problems.

EVIDENCE GUIDE

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills using industry-current equipment to prepare for pre-press processing work.

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- direct observation of the preparation process for pre-press processing work
- evaluation of files prepared by the candidate
- discussion and questioning about candidate's intentions and the work outcome
- written and verbal reports
- review of portfolios of evidence
- third party workplace reports of performance by the candidate.

Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities and people who may have literacy or numeracy difficulties e.g. speakers of languages other than English, remote communities and those with interrupted schooling).

Assessment of this unit requires access to the materials, resources and equipment needed to undertake the selected techniques to be practised and applied to the production of files ready for print processing.

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.

Files may be prepared for any graphic design application and product. These include:

- annual report
- book cover
- corporate presentation
- corporate stationery
- invitation
- poster.

Printing processes can include:

- any printing process
- electronic diffusion on CDROM or the Web.

Pre-press includes:

- pre-press section of printing company
- pre-press trade houses or bureaus.

Software used may include:

- CADD
- drawing and graphics applications
- layout and page description applications
- word processing applications.

Unit Sector(s)

Not Applicable