



Australian Government

Department of Education, Employment and Workplace Relations

CUVGRD301A Prepare files for publication

Release: 1

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Modification History

Version	Comments
CUVGRD301A	This version first released with <i>CUV11 Visual Arts, Craft and Design Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, 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.

Application of the Unit

People working in any industry apply the skills and knowledge outlined in this unit. They may work as individuals providing administrative support in an enterprise, or may be technical or knowledge experts responsible for preparing their own files for publication as either hard or soft copy documents.

At this level, work would be undertaken independently but within established parameters. Supervision or guidance is available as required.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element

Elements describe the essential outcomes of a unit of competency.

Performance Criteria

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

1. Clarify formatting requirements	1.1. Review documentation that provides information on printing requirements and the end use for text and image files 1.2. Plan work to comply with pre-press requirements in consultation with relevant people 1.3. Take account of the requirements for different publication processes when planning work and selecting software
2. Prepare text for pre-press processing	2.1. Save text in appropriate format 2.2. Review text to remove extraneous or unnecessary formatting 2.3. Apply templates and styles as required
3. Prepare graphics for pre-press processing	3.1. Ensure scans are completed at appropriate resolution 3.2. Use appropriate scanning curve 3.3. Save colour in required format 3.4. Undertake 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 appropriate format
4. Finalise work	4.1. Evaluate final files for visual impact, effectiveness 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 as required 4.4. Make back-up copies of files in line with organisational procedures

Required Skills and Knowledge

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

Required skills

- communication skills to clarify written and verbal instructions
- initiative and enterprise skills to make adjustments to the layout and look of text and image files to produce the optimum visual outcome
- learning skills to improve own skills from feedback
- literacy skills to interpret information and material related to preparing files for publication
- numeracy skills to calculate document layout requirements
- planning and organising skills to plan work tasks in a logical sequence
- self-management skills to prioritise work tasks and complete work within agreed timeframes
- problem-solving skills to use processes flexibly and interchangeably
- technology skills to:
 - proficiently use common page layout software applications
 - proficiently use a scanner to reproduce photo images to specification
 - use digital imaging software for basic manipulation of digital images
 - manage files using standard naming conventions.

Required knowledge

- design issues related to different hard copy and electronic publishing processes
- file formats for various outputs
- basic colour theory in relation to preparing files for pre-press
- basic typographic theory in relation to preparing files for pre-press
- elements and principles of design
- intellectual property issues and legislation associated with pre-press preparation
- sustainability considerations for equipment, tools and materials associated with pre-press processing work
- OHS procedures in relation to preparation for pre-press processing work, including ergonomics.

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: • prepare text and graphic files that meet required output specifications for at least two hard copy and two soft copy jobs • apply knowledge of current pre-press techniques and technologies.
Context of and specific resources for assessment	Assessment must ensure access to: • industry-standard page layout and digital imaging software.
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 observation of the candidate undertaking pre-press processing work • evaluation of files prepared by the candidate • discussion and questioning about candidate's intentions and the work outcome • review of portfolios of evidence • review of third-party reports from experienced practitioners. 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, such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBITU309A Produce desktop published documents • CUFDIG303A Produce and prepare photo images • CUVGRD302A Use typography techniques.

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.

Requirements may relate to:	- file formats: - images - text - file size - image resolution.
End use of text and images may be for:	- annual reports - book covers - corporate presentations - corporate stationery - electronic distribution, including as attachments: - to electronic communications - for download from websites - invitations - posters.
Pre-press includes:	- pre-press section of a printing company - pre-press trade houses or bureaus.
Relevant people may include:	- client - designer - graphic artist - manager - online production personnel - other specialist creative and administrative staff - supervisor.
Publication processes may include:	- any hard copy printing process - electronic platforms: - CD - DVD - games console - internet - kiosk - mobile phone - other video playback devices - personal digital assistant (PDA)

	• video players (iPods).
Software may include:	• computer-aided design and drafting (CADD) • digital imaging: • Adobe Photoshop • Corel Paint Shop Pro • layout and page description applications • word processing applications.
Format may relate to:	• colour: • CMYK • RGB • image files: • GIF • JPEG • PICT • PNG • PSD • TIFF • text files: • PDF • file outputs from word processing applications.
Resolution may be:	• high • low, e.g. for position only (FPO) • medium.
Manipulation may relate to:	• appending text/type for files and captions • brushing • creating artistic effects • cropping • eliminating red eye • emulating photographic effects • image enhancement, including: • tones • contrast • colour • cast or tint • saturation • masking layers • retouching • sharpening.

Unit Sector(s)

Visual communication – graphic design