



Australian Government

ICPPRN2820 Produce and manage basic digital print

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to construct a range of electronic data files, perform basic colour management techniques and produce and manage a print run to achieve maximum productivity.

It applies to individuals working in the printing and graphic arts industry who perform a range of mainly routine tasks, work under direct supervision and use limited practical skills and knowledge in a defined context.

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

Unit Sector

Printing

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. Liaise with clients	1.1 Communicate print service and quality expectations to client according to enterprise procedures 1.2 Advise clients on how to set up electronic data files for digital printing according to manufacturer specifications and digital print equipment capabilities 1.3 Advise clients on appropriate substrates and document finishing methods for digital printing jobs, according to client budget and job specifications
2. Prepare for job	2.1 Complete electronic file imposition using industry software according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.2 Finalise document finishing requirements for an imposed digital print job with co-workers or external services, as required, according to equipment availability and enterprise procedures 2.3 Output Red Green Blue (RGB), Cyan Magenta Yellow Black (CMYK) and PMS (Pantone Matching System) colour charts and adjust for differences between computer monitor colour and digitally printed colour 2.4 Conduct preview or pre-flight check of electronic data files and verify job set-up according to job specifications 2.5 Apply basic troubleshooting methods to identify unverified data files, file errors and job requirement inconsistencies according to manufacturer specifications
3. Produce print job	3.1 Determine job priority according to job specifications and production schedules 3.2 Conduct print and image quality checks 3.3 Conduct proof run to confirm proof conforms to job specifications and submit for client approval as required 3.4 Conduct print run according to job specifications, monitor machine productivity and quality throughout the print job, and rectify issues as required
4. Finalise job	4.1 Determine steps required for document finishing and perform as required within scope of own role 4.2 Package finished print work to conform to delivery requirements according to job specifications

Foundation Skills

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

Skill	Description
Reading	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	Communicates relationships between ideas and information according to audience and purpose
Oral Communication	Determines client and stakeholder requirements to inform a design or technical brief

Numeracy	• Interprets and analyses a range of mathematical information used in familiar and routine tasks
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role • Complies with work health and safety (WHS) requirements and organisational procedures relevant to own role
Planning and organising	• Takes responsibility for identifying ways of sequencing and combining elements for greater efficiency • Plans, identifies and assembles resources required to complete tasks
Teamwork	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability • Understands what to communicate, with whom and how in routine work situations, identifying relevant information and ideas
Problem solving	• Recognises and anticipates an increasing range of familiar problems, actively looking for early warning signs and implementing contingency plans
Technology	• Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPPRN282 Produce and manage basic digital print.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPPRN2820 Produce and manage basic digital print

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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:

- produce one flowchart that demonstrates four examples of digital print workflows for digital printing, including:
 - one basic document file
 - one variable data document file
 - one colour document file and
 - one electronically imposed document file.
- conduct and manage at least two digital print run according to client specifications and work health and safety (WHS) requirements.

In the course of the above candidates must:

- identify and rectify errors in operation of hardware and consumable components in the printing module of a digital printing system
- locate and rectify source of errors related to electronic data file, digital front-end, workstation and industry software and hardware printing systems and coordinate technical assistance as required according to manufacturer specifications
- perform preventive maintenance according to manufacturer specifications
- identify and rectify incompatibilities between versions of hardware and software used in digital printing.

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:

- workplace health and safety (WHS) risks, devices and requirements to follow
- problems with feeding and delivery and their causes
- problems with digital front-end systems and the processes required to resolve them
- processes for:

- responding to missing vital information in the job ticket (manual or electronic)
- approving the print and basic jobs
- proof checking and adjustment
- document finishing and client delivery
- various colour charts and their uses
- the precautions required to maintain key qualities of printed images, and machine calibration to manufacturer specifications
- substrate requirements, handling procedures and quality issues
- data compatibility issues at any point of digital print process
- required software applications and compatibility issues that may arise with hardware
- steps undertaken to update or replace incorrect software versions
- the checks undertaken prior to set-up (availability of material, maintenance) and solutions to common problems
- file transfer issues and their solutions
- the benefits of using electronic data over scanning hardcopy
- client communication protocols and common issues and procedures that require explanation
- available in-line options and on-line finishing options on the machine
- the different types of binding and their procedures
- packaging and its importance to finished print work
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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:

- special purpose tools, equipment and materials.

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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