



Australian Government

ICPPRN282 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 1.0.

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. Troubleshoot and maintain operations of digital print system	1.1 Errors in operation of hardware and consumable components in the printing module of a digital printing system are identified and rectified 1.2 Source of errors related to electronic data file, digital front-end, workstation or industry software or hardware printing systems is located and rectified and/or technical assistance is coordinated according to manufacturer's specifications 1.3 Preventive maintenance is performed according to manufacturer's specifications to ensure digital print system functions at optimum productivity with minimum downtime and wastage

ELEMENT	PERFORMANCE CRITERIA
	1.4 Incompatibilities between versions of hardware and software used in digital printing are identified and rectified
2. Liaise with clients	2.1 Print service and quality expectations are clearly communicated to client according to enterprise procedures 2.2 Advice is provided to clients on how to set up electronic data files for digital printing according to enterprise procedures, manufacturer's specifications and digital print equipment capabilities 2.3 Advice is provided to clients on appropriate substrates and document finishing methods for digital printing jobs, according to client's budget and job specifications
3. Perform basic electronic document impositions	3.1 Electronic file imposition using a range of industry software is completed according to job specifications 3.2 Document finishing requirements for an imposed digital print job are finalised with co-workers or external services, if required, according to equipment availability and enterprise procedures
4. Perform basic digital colour management	4.1 Red Green Blue (RGB), Cyan Magenta Yellow Black (CMYK) and PMS colour charts are outputted and differences between computer monitor colour and digitally printed colour are adjusted 4.2 Common problems of colour digital printing are rectified and communicated to clients according to job specifications
5. Access and verify electronic data files	5.1 Workstation computer and industry software are used to locate and retrieve electronic data files according to job specifications 5.2 Digital front-end processor is used to locate and retrieve electronic data files according to job specifications 5.3 Preview or pre-flight check of electronic data files is performed to verify correct job set-up according to job specifications 5.4 Basic troubleshooting methods are applied to identify unverified data files, file errors and job requirement inconsistencies according to manufacturer's specifications
6. Submit data files to digital print system	6.1 Job priority is determined according to job specifications and production schedules 6.2 Data files are submitted to print and image quality checks, and machine productivity checks are performed
7. Produce digital proof	7.1 Proof run is conducted to confirm proof conforms to job

ELEMENT	PERFORMANCE CRITERIA
and run print job	specifications and/or for client approval 7.2 Print run is conducted according to job specifications ensuring machine productivity and quality are monitored and rectified throughout the print job
8. Coordinate and/or perform document finishing and client delivery	8.1 Steps required for document finishing are determined, if not performed on in-line finishing units, on a web or sheet-fed system according to enterprise procedures 8.2 Finished print work is packaged to prevent damage and 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	Performance Criteria	Description
Reading	1.2, 1.3, 3.1, 4.2, 5.1-5.4, 6.1, 7.1, 7.2, 8.2	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	2.1-2.3	Communicates relationships between ideas and information in a style appropriate to audience and purpose
Oral Communication	1.2, 1.3, 2.1-2.3, 3.1, 3.2, 4.2, 5.1-5.3, 6.1, 7.1, 7.2, 8.2	- Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies - Determines client and stakeholder requirements to inform a design or technical brief
Numeracy	2.2	Interprets and analyses a range of mathematical information used in familiar and routine tasks
Navigate the world of work	1.2, 1.3, 2.1-2.3, 3.1, 3.2, 4.2, 5.1-5.4, 6.1, 6.2, 7.1, 7.2, 8.1, 8.2	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Complies with work health and safety (WHS), legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	1.2, 1.3, 2.1-2.3, 3.1, 3.2, 4.2, 5.1-5.3, 6.1, 7.1, 7.2, 8.2	- 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
Get the work done	1.1-1.4, 3.1, 3.2, 4.1, 4.2, 5.1-5.4, 6.1, 6.2, 7.1, 7.2, 8.1, 8.2	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency • Recognises and anticipates an increasing range of familiar problems, actively looking for early warning signs and implementing contingency plans • Plans, identifies and assembles resources required to complete tasks • Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN282 Produce and manage basic digital print	ICPPRN282C Produce and manage basic digital print	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPPRN282 Produce and manage basic digital print

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Performance Evidence

Evidence of the ability to:

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

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- name safety devices that need to be in place when working on the machine
- explain a paper misfeed, how to access and clear it
- explain potential problems with front to back registration, and if substrate weight and machine specifications do not match
- outline problems that can occur when downloading files from a digital front-end and how can they be solved, including distinguishing between problems with downloading from a digital front-end, and with the printing module
- describe action if a digital front-end loses communication with the printing module
- outline precautions to maintain fit, proportion and position of printed images, and how to ensure the machine has been calibrated to manufacturer's specifications
- outline the process if image colour is not consistent
- outline the process for ensuring correct dimensions and measurements have been set up in the pre-press stage
- identify quality issues if improper substrate handling procedures are not performed

- identify machine manuals, safety and other documentation relevant to machine operation and maintenance, where they are kept, and how to find information relating to industry software applications and other relevant sources of information
- describe the process if the incorrect version of software is loaded or needs an update
- outline actions if vital information is missing from the job ticket (manual or electronic)
- outline checks undertaken prior to set-up (availability of material, maintenance)
- outline the process if a file does not transfer correctly and what to do to correct the problem
- outline checks to ensure data is in a format that can be used in digital printing, and benefits of using electronic data rather than scanning hardcopy
- describe ways to submit a PDF file to the digital printer
- describe the process to ensure clients have correct procedures for providing electronic files
- describe the process of explaining to a client differences in colour displayed on a computer monitor compared to printed output
- outline recommendations to a client who has created an electronic file in an incompatible software application
- describe the process for estimating turnaround time for a client with a tight deadline
- describe steps for client approval of the print
- proofing and adjustment and circumstances where a job would be modified before printing
- outline situations where margins would be changed when the job reaches the printer
- name what the proof is checked against
- describe the final approval process for basic jobs
- describe the process for adjusting colour, toner/ink coverage or dealing with density problems
- outline the process if required substrate were unavailable
- name the maximum and minimum weight of substrate that can be printed on a specific machine, and maximum feeding and delivery quantities for the machine
- explain possible problems with incorrect feeding and delivery
- explain OHS procedures to follow when setting up in-line processes
- outline in-line options and on-line finishing options available on the machine
- describe the process for document finishing and client delivery
- describe various types of binding, and procedures, if the binding method required by the client is not available at your site
- outline options if the document size is too thick to staple
- describe importance of packaging of finished print work.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the printing field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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