



Australian Government

ICPPRN2850 Use digital workflow

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 apply digital workflow from concept stage to completion and delivery. It focuses on a basic knowledge and application of digital work processes, where another person is responsible for overall planning.

It applies to individuals working under supervision in any type of digital production area.

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. Prepare for digital workflow	1.1 Obtain, interpret and confirm job requirements with enterprise personnel 1.2 Identify and record digital work processes required for completing the job 1.3 Select equipment and materials to meet job requirements 1.4 Select software according to the work application 1.5 Follow work health and safety (WHS) requirements according to safety plans and policies
2. Follow digital workflow	2.1 Sequence and perform work according to job requirements 2.2 Identify problems and apply solutions within scope of role 2.3 Complete tasks and check for compliance against work

ELEMENT	PERFORMANCE CRITERIA
	instructions
3. Conduct shutdown of production process	3.1 Clear work area and dispose of and recycle materials in accordance with environmental management plan 3.2 Clean, check and store equipment according to manufacturer recommendations and standard work practices

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	Identifies and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	Completes job documentation in a style appropriate to audience and purpose
Oral Communication	Receives and passes on straightforward messages
Numeracy	Interprets and analyses a range of mathematical information used in familiar and routine tasks
Teamwork	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	- Takes responsibility for identifying and rectifying familiar problems - Plans, identifies and assembles resources required to complete tasks

Unit Mapping Information

Supersedes and is equivalent to ICPPRN285 Use digital workflow.

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 ICPPRN2850 Use digital workflow

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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 at least two different printed products in a digital workflow, including:
 - interpreting job requirements
 - selecting equipment and software
 - completing tasks according to job 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 health and safety (WHS) requirements associated with working on a computer
- aspects of a digital workflow, including:
 - content confirmation
 - scheduling
 - communication processes
 - file management – naming, storage, saving, archiving
 - editing processes
 - distribution
- order of procedures undertaken within a digital workflow
- problems that can occur in a digital workflow and methods to address them
- equipment used in a digital workflow
- types of software used in a digital workflow, their key features and purpose
- printing and other publication processes used within a digital workflow
- the environmental management plan and recycling standards
- 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
- high-end graphics and layout software
- digital output devices.

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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