



Australian Government

ICPPRN285 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 1.0.

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 Job requirements are obtained, correctly interpreted and confirmed 1.2 Digital work processes required for completing the job are identified and recorded 1.3 Equipment and materials are selected to meet job requirements 1.4 Software appropriate to the work application is selected 1.5 Safety requirements are followed according to safety plans and policies
2. Follow digital workflow	2.1 Work is performed in a logical and efficient sequence 2.2 Problems are identified and solutions found within scope of role based on knowledge of digital process

ELEMENT	PERFORMANCE CRITERIA
	2.3 Tasks are completed and checked for compliance against work instructions
3. Maintain the workplace	3.1 Work area is cleared and materials disposed of or recycled in accordance with environmental management plan 3.2 Equipment is cleaned, checked, maintained and stored according to manufacturer's 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	Performance Criteria	Description
Reading	1.1, 1.5, 3.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	1.2	Completes job documentation in a style appropriate to audience and purpose
Oral Communication	1.1, 1.3, 1.5, 3.1, 3.2	Receives and passes on straightforward messages
Numeracy	1.5	Interprets and analyses a range of mathematical information used in familiar and routine tasks
Navigate the world of work	1.1-1.5, 2.1, 2.2, 3.1, 3.2	Recognises and follows explicit and implicit protocols including work health and safety (WHS) requirements associated with own role
Interact with others	1.1, 2.2	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.4, 2.1-2.3, 3.1, 3.2	- Takes responsibility for planning and organising own workload including identifying and rectifying familiar problems - Plans, identifies and assembles resources required to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN285 Use digital workflow	ICPPRN285A Use digital workflow	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 ICPPRN285 Use digital workflow

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Performance Evidence

Evidence of the ability to:

- produce at least TWO products by following correct processes in a digital workflow:
 - correctly interpret requirements
 - select appropriate equipment and software
 - complete tasks according to job 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:

- describe the different aspects of a digital workflow:
 - content confirmation
 - scheduling
 - communication processes
 - file management – naming, storage, saving, archiving
 - editing processes
 - distribution
- discuss the order procedures are undertaken within a digital workflow
- discuss different problems that may occur in a digital workflow and ways these may be avoided or addressed
- identify types of equipment used in a digital workflow
- explain types of software used in a digital workflow, their key features and purpose
- describe printing and other publication processes used within a digital workflow

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
- high-end graphics and layout software
- digital output devices.

Assessors must satisfy NVR/AQTF assessor requirements.

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