



Australian Government

ICPPRN3850 Apply software applications to digital production

Release: 1

ICPPRN3850 Apply software applications to digital production

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 correctly select and use a variety of software applications to efficiently produce a standard job.

It applies to skilled individuals working in digital production in the printing and graphic arts industry who are responsible for digital production workflow and who apply a broad range of competencies in a varied work context. They use some discretion and judgement, and relevant technical knowledge, and provide technical advice and support to others.

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

Pre-requisite Unit

ICPSUP281 Use computer systems.

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. Select and assess software	1.1 Identify publication requirements of layout brief according to digital production processes 1.2 Select range of software applications according to job specifications 1.3 Use software applications to complete components of the job according to manufacturer specifications and enterprise standards

ELEMENT	PERFORMANCE CRITERIA
2. Arrange elements on page	2.1 Assemble client copy and images to conform to the design brief 2.2 Prepare text and apply required fonts and font size 2.3 Create and arrange basic elements and images on the page to conform to the design brief 2.4 Determine image resolution and colour mode according to job specifications, and access help function as required 2.5 Complete document set-up
3. Check quality	3.1 Review text for possible errors and omissions, and discussed with designated personnel 3.2 Arrange basic elements to adhere to design principles 3.3 Proof copy and recheck for errors, omissions and overall layout design 3.4 Make required changes and review and re-proof as required 3.5 Save job according to enterprise procedures
4. Use RIP to output job	4.1 Import layout into a raster image processor (RIP) or front-end processor according to enterprise procedures 4.2 Produce layout according to job specifications and enterprise standards

Foundation Skills

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

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	Identifies and follows explicit and implicit protocols and meets expectations associated with own role
Teamwork	Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Takes responsibility for planning and organising own workload making design choices as appropriate

Problem solving	Identifies and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Technology	Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes

Unit Mapping Information

Supersedes and is equivalent to ICPPRN385 Apply software applications to digital production.

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 ICPPRN3850 Apply software applications to digital production

Modification History

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

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:

- use two software applications to prepare and produce two different sets of layouts according to enterprise standards and job specifications.

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:

- different processes used in digital production
- colour modes and the effect they have on output
- way image resolution is governed by output resolution and viewing distance
- various software applications and their usages in relation to digital production
- the relationship between job specifications and typeface selection and the effect typefaces have on readability
- design principles, such as hierarchy, emphasis, contrast, alignment, repetition and flow
- common text errors and omissions, and audiences to discuss these with
- steps taken to select and manipulate type within a layout application, and image manipulation techniques including basic colour correction
- procedure for creating basic vector shapes with an application
- different colour modes and their uses
- preflighting procedures and various ways to import a job into a RIP (raster image processor)
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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
- RIP or front-end processor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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