



Australian Government

ICPPRN3890 Manage digital files

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 store and retrieve electronic files for efficient access.

It applies to individuals who work under limited supervision in the application of digital file management.

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. Save digital files	1.1 Identify enterprise file management requirements 1.2 Create digital file folder storage system and name files according to enterprise format 1.3 Save required files using enterprise format 1.4 Select and use version control system
2. Retrieve and manage digital files	2.1 Retrieve and open required files from digital file system 2.2 Use computer search functions to find incorrectly stored files 2.3 Send files to required location and amend any naming errors
3. Archive digital files	3.1 Create archive system according to enterprise procedures 3.2 Select and undertake backup strategies to allow for retrieval of

ELEMENT	PERFORMANCE CRITERIA
	files if there is a data loss event 3.3 Retrieve files from archive system

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	Uses a number of reading strategies to identify and interpret relevant information within familiar text types
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	Recognises and follows explicit and implicit protocols and meets expectations associated with own role evaluating effectiveness of decisions on how well they met stated goals
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks
Problem solving	Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Initiative and Enterprise	- Utilises a broad range of features within applications to improve personal productivity, optimising software functions for specific purposes - Manages and maintains files securely in a variety of storage media and formats

Unit Mapping Information

Supersedes and is equivalent to ICPPRN389 Manage digital files.

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 ICPPRN3890 Manage digital files

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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:

- store, retrieve and archive at least 25 files with at least three different file types.

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 for using a computer
- elementary computer operating system functions
- file hierarchy
- advantages and disadvantages of different file systems
- file type and size and their impact on hard drive space
- version control procedures
- operating systems' search functions
- backup processes and archive systems
- different file formats and the procedures to manage them
- 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
- computer
- hard drives.
- 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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