



Australian Government

ICPPRN389 Manage digital files

Release: 1

ICPPRN389 Manage digital files

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 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 Logical digital file system of folders and sub-folders is created and files are named using enterprise format 1.2 Files are saved using appropriate format into digital file system 1.3 Version control is used to ensure the most recent files can be accessed
2. Retrieve and manage digital files	2.1 Required files are retrieved and opened from digital file system 2.2 Computer search functions are used to find incorrectly stored files 2.3 Files are sent to required location and any naming errors are amended

ELEMENT	PERFORMANCE CRITERIA
3. Archive digital files	3.1 Archive system is created according to enterprise protocols 3.2 Consistent, regular backup strategies are undertaken to allow for retrieval of files if there is a data loss event 3.3 Files are retrieved 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	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.3, 3.1-3.3	Uses a number of reading strategies to identify and interpret relevant information within familiar text types
Writing	1.1-1.3, 3.1	Enters routine data associated with production processes and enterprise procedures
Navigate the world of work	1.1, 1.2, 2.1, 2.3, 3.1, 3.2	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
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.3	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts - 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN389 Manage	ICPPR389A Manage	Updated to meet	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
digital files	digital files	Standards for Training Packages	

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 ICPPRN389 Manage digital files

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Performance Evidence

Evidence of the ability to:

- store, retrieve and archive various file types
- find and use information relevant to the task from a variety of information sources.

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:

- list work health and safety (WHS) factors for using a computer
- point out the location of manuals, safety and other documentation relevant to digital file management procedures and discuss the contained information
- explain elementary computer operating system functions
- discuss file hierarchy
- outline advantages and disadvantages of different file systems
- explain file size and how it impacts on hard drive space
- identify different file types and how this relates to file size
- explain how to rename a file
- outline version control procedures
- discuss operating systems' search function
- explain backup processes
- outline how to achieve different formats.

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 computers
- network hard drives
- external hard drives
- DVDs
- BluRay discs.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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