



**Australian Government**

# **ICPPRN4840 Prepare for variable data printing**

**Release: 1**

# ICPPRN4840 Prepare for variable data printing

## 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 confirm data requirements and prepare and link data to a template ready for printing.

It applies to individuals in the printing and graphic arts industry who use analytical and technical skills to access complex information from databases to produce customised print runs.

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. Confirm data requirements                     | 1.1 Identify job specifications<br>1.2 Identify materials required for page design, layout and content<br>1.3 Determine and confirm source and format of data<br>1.4 Evaluate page design template for printing purposes, and label static and variable fields<br>1.5 Agree responsibility for data accuracy and other tests with client and in accordance with privacy legislation |
| 2. Prepare data                                  | 2.1 Establish data required to populate copy holes in the variable-data template<br>2.2 Confirm fields to be populated and link to data required                                                                                                                                                                                                                                    |

| ELEMENT | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                 |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | 2.3 Use composition engine to achieve required data format and page layout requirements for merging variable data and static elements<br>2.4 Develop business rules to reduce data errors and discrepancies<br>2.5 Perform soft proof and confirm quality of all static and variable elements<br>2.6 Produce sample from the machine and check for conformance to job specifications |

## Foundation Skills

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

| Skill                   | Description                                                                                                                                                                                                                  |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teamwork                | <ul style="list-style-type: none"><li>Follows accepted communication practices and protocols when liaising with clients to seek agreement</li></ul>                                                                          |
| Planning and organising | <ul style="list-style-type: none"><li>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and assembles required resources</li></ul> |
| Problem solving         | <ul style="list-style-type: none"><li>Responds to predictable problems and implements standard or logical solutions related to role in immediate work environment</li></ul>                                                  |
| Technology              | <ul style="list-style-type: none"><li>Uses digital equipment and reads data from electronic monitoring and control systems</li></ul>                                                                                         |

## Unit Mapping Information

Supersedes and is equivalent to ICPPRN484 Prepare for variable data printing.

## 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 ICPPRN4840 Prepare for variable data printing

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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:

- confirm data requirements and prepare data and link to a template ready for printing on two different jobs.

In the course of the above the candidate must:

- use a database requiring variable data fields and a complex page layout with multiple static and variable elements, both text and graphics, with flexible placement.

## 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 working on a computer
- different types of data and their function
- the functions, differences and requirements of different printer languages
- quality criteria for page design templates
- labelling procedures for static and dynamic fields
- required tests for data accuracy and data sampling procedures
- required composition engine to meet job requirements
- key aspects of privacy legislation affecting printing data and enterprise communication protocols for clients
- key processes involved in database operation
- key concepts and printing processes relating to data mining
- soft proofing procedures and key quality criteria to check
- key quality criteria to check in machine-produced sample
- manufacturer manuals, enterprise requirements 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:

- computer hardware and software.

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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