



Australian Government

ICPPRN484 Prepare for variable data printing

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

It applies to individuals 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 Job specifications are reviewed to identify document purpose 1.2 Materials required for page design, layout and content are identified from job specifications 1.3 Source and format of data is determined and confirmed 1.4 Page design template is evaluated for printing purposes, and static and variable fields are correctly understood and labelled 1.5 Responsibility for data accuracy and other tests such as spell checks and postal software is agreed with client and in accordance with privacy legislation
2. Prepare data	2.1 Data required to populate copy holes in the variable-data template is established

ELEMENT	PERFORMANCE CRITERIA
	2.2 Fields to be populated are confirmed and linked to data required to mark up copy holes in the variable-data template 2.3 Composition engine is used to achieve required data format and page layout requirements for merging variable data and static elements 2.4 Business rules are developed to reduce data errors and discrepancies (If possible, a data sample is obtained and preliminary checks run, making sure data and format is correct) 2.5 Soft proof is performed to ensure quality of all static and variable elements If high variability, RIPped data is spooled prior to printing to maintain higher engine speeds 2.6 Sample from the machine is produced and checked 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	Performance Criteria	Description
Reading	1.1, 1.2, 2.1-2.3, 2.6	Recognises and interprets text to establish job requirements from information contained within relevant instructions, procedures and specifications
Writing	1.4, 1.5, 2.1, 2.4	Completes workplace forms and labels accurately
Oral Communication	1.5	Participates effectively in spoken interactions using appropriate vocabulary, and questioning and listening techniques to gain approvals
Navigate the world of work	1.5	Understands implications of legislative requirements for completion of tasks
Interact with others	1.5	Follows accepted communication practices and protocols when liaising with clients to seek agreement
Get the work done	1.3, 1.4, 2.2-2.6	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and assembles required resources - Responds to predictable problems and implements standard or logical solutions related to role in

		- immediate work environment - Uses digital equipment and reads data from electronic monitoring and control systems
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN484 Prepare for variable data printing	ICPPR484C Prepare for variable data printing	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 ICPPRN484 Prepare for variable data printing

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Performance Evidence

Evidence of the ability to:

- use a database requiring sophisticated variable data fields and a complex page layout with multiple static and variable elements, both text and graphics, with flexible placement
- confirm data requirements and prepare data and link it to a template ready for printing on TWO different jobs.

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 requirements for PPML/VDX, XML
- outline key aspects of privacy legislation relating to printing data
- explain key processes involved in database operation
- explain key concepts relating to data mining.
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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 relevant computer hardware and software.

Assessors must satisfy NVR/AQTF assessor requirements.

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