



Australian Government

ICPPRN4970 Work with digital information

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 determine the scope and level of engagement with digital information needed in the job role, work with digital information effectively, solve problems with digital information, and maintain currency of own digital knowledge.

It applies to any individual working with digital information in the printing and graphic arts industry. They may provide leadership or guidance to others and take limited responsibility for the work of others.

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. Determine requirement to work with digital information	1.1 Identify scope and level of engagement required to work with digital information within own role 1.2 Identify specific aspects of work tasks that require digital literacy

ELEMENT	PERFORMANCE CRITERIA
2. Engage with digital information	2.1 Use and share digital information according to established standards and protocols 2.2 Select work processes based on knowledge of digital work processes and features of digital devices 2.3 Identify and act on different digital formats and their associated requirements
3. Solve problems with digital information	3.1 Identify and explore reasons for problems with digital information 3.2 Identify nature of problem based on knowledge of digital formats 3.3 Identify questions that need to be asked, and steps needed to solve the problem 3.4 Identify sources of information and assistance that could assist in resolving the problem 3.5 Access, interpret and use information to resolve the problem
4. Maintain currency of digital knowledge	4.1 Identify opportunities to update knowledge about working digital information 4.2 Access opportunities to improve quality of own work 4.3 Share updated information with others

Foundation Skills

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

Skill	Description
Self-management	Recognises 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 identifying own work requirements
Problem solving	Identifies and takes responsibility for addressing predictable, and

	some less predictable, problems in familiar work contexts
Technology	Utilises information technology and software to work with digital information

Unit Mapping Information

Supersedes and is equivalent to ICPPRN497 Work with digital information.

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 ICPPRN4970 Work with digital information

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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:

- complete at least three different work projects involving the use and manipulation of digital information as required by the job role
- follow a structured process to solve at least three different types of problems with digital information.

In the course of the above the candidate must:

- identify scope and level of engagement with digital information required by the job role.

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:

- fundamentals of digital information:
 - its definition and methods of creating it
 - language of digital information
 - sharing procedures (including basic networking principles and the cloud)
 - security considerations
 - archiving and storage requirements
- various levels of engaging with digital information, their scope and the requirements of different job roles involving access and use, understanding and creating
- purpose and use of different types of digital devices
- nature and key features of different types of digital media, their components, and opportunities and constraints of each:
 - text
 - images
 - video
 - sound

- databases
- multimedia
- interactive media
- social media
- different types of digital file formats, their uses, and steps required to adapt them for different purposes
- national and international standards and protocols governing creation and use of digital information
- key features to consider in digital information tasks within the workplace:
 - rights and responsibilities in access and use
 - ethical considerations regarding use
 - copyright affecting information sharing
 - privacy
 - safety and risk management
- trends in creation and use of digital information and processes in context of work role and industry sector
- steps in a logical problem-solving process that can be used when working with digital information
- sources of information and assistance when working with digital information
- ways and channels to maintain currency of knowledge around use and management of digital information.

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
- industry software packages.

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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