



Australian Government

ICPPRP2210 Select and apply type

Release: 1

ICPPRP2210 Select and apply type

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 undertake basic typesetting tasks, including selecting required fonts, fitting, and proofing final type.

It applies to individuals who design and prepare layouts and artwork and manipulate images and texts to meet production requirements. They generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Pre-Press

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. Identify fonts	1.1 Identify client requirements and final media output 1.2 Identify and select a range of fonts to meet client requirements and final output media 1.3 Select point sizes and leading of type to meet client requirements
2. Select, fit and produce type for a basic brief	2.1 Identify brief specifications and required design layout 2.2 Select type to meet brief specifications 2.3 Fit type into copy space allocated according to design layout 2.4 Set and produce type using rules and boxes according to design layout and work health and safety (WHS) requirements
3. Proofread and correct type	3.1 Check type for accuracy, omissions and errors 3.2 Mark-up proofs with proofreading marks according to brief specifications

ELEMENT	PERFORMANCE CRITERIA
	3.3 Correct type to complete job in accordance with enterprise procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	- Identifies and evaluates text to establish job requirements - Proofreads documents and confirms vocabulary, grammar and consistency of information and clarity of meaning
Writing	Uses a variety of strategies for planning, drafting, reviewing and proofreading
Numeracy	Selects and uses familiar mathematical problem-solving strategies to solve problems in familiar contexts
Planning and Organising	Works under supervised job priorities, resources and equipment, logically and systematically to undertake clearly defined and familiar tasks
Problem Solving	Implements automatically standard procedures for routine decisions in response to familiar problems
Technology	Uses digital systems and tools and operates them to design and apply type

Unit Mapping Information

Supersedes and is equivalent to ICPPRP221 Select and apply type.

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 ICPPRP2210 Select and apply type

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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 the unit, including evidence of the ability to:

- prepare two different typesetting jobs using software to select, set, arrange and modify type.

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:

- types of printing processes, printing equipment and electronic media and their effects on type selection and design
- the range of fonts available for client requirements
- aspects of typography that influence brief design
- limitations of type reproduction in printing processes
- characteristics of and differences between serif and sans serif categories
- elements of a dynamic arrangement
- text and margin proof-reader marks
- basic grammar and punctuation
- required manuals and work health and safety and enterprise 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. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the area of work.

This includes access to:

- a computer

- industry software packages.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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