



Australian Government

ICPPRP2320 Electronically combine and assemble data for page layouts

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 electronically combine and assemble data to produce a page layout.

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. Plan and prepare the work	1.1 Identify job specifications, and data and equipment required 1.2 Execute computer functions to access required data from electronic files in compliance with work health and safety (WHS) requirements 1.3 Check required data and confirm it meets format requirements and manufacturer specifications for software application and output 1.4 Check system for required fonts and confirm storage capacity is available to fulfil job specifications
2. Combine data	2.1 Compose pages 2.2 Place elements on page

ELEMENT	PERFORMANCE CRITERIA
	2.3 Apply trapping 2.4 Prepare image output and apply required colour profiles
3. Create multiple images	3.1 Prepare basic step and repeat layout 3.2 Step images 3.3 Confirm output meets job specifications

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
Planning and Organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks
Technology	Identifies purposes, specific functions and key features of common digital systems and tools and operates them to create and save files in required format
Problem Solving	- Applies analytical processes to resolve problems - Initiates standard procedures when responding to familiar problems within immediate context

Unit Mapping Information

Supersedes and is equivalent to ICPPRP232 Electronically combine and assemble data.

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 ICPPRP2320 Electronically combine and assemble data for page layouts

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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:

- use high-end electronic system with required layout application, design and drafting software, to combine and assemble two jobs.

In the course of the above, the candidate must:

- identify substrates and the associated printing process being simulated
- assess and select visual elements, including fonts, for accessibility.

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:

- page layout applications and process for creation according to job specifications
- elements and their placement on a page
- features of a range of fonts
- function of electronic trapping of image elements in image assembly
- trapping's connection to job specifications
- step and repeat layouts and process for preparation
- criteria for evaluating final output
- requirements of a contract proof as compared to an in-house check proof
- manufacturer manuals, enterprise procedures and work health and safety and software 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:

- industry standard layout, design and drafting software.

In a pre-press environment many individuals are required to be competent in the use of more than one page layout application.

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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