



**Australian Government**

# **ICPPRP232 Electronically combine and assemble data**

**Release: 1**

# ICPPRP232 Electronically combine and assemble data

## 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 electronically combine and assemble data to produce a page layout.

It applies to individuals in the printing and graphic art industry 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 Computer functions are undertaken to access required data from electronic files<br>1.2 Required data is checked to ensure correct format for software application and output<br>1.3 System is checked for required fonts to fulfil job specifications<br>1.4 Storage capacity of system is checked for sufficiency |
| 2 Combine data                                   | 2.1 Pages are composed according to job specifications<br>2.2 Elements are placed on page according to job specifications<br>2.3 Trapping is applied according to job specifications                                                                                                                                   |

| ELEMENT                  | PERFORMANCE CRITERIA                                                                                                                                                                                                               |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | 2.4 Image output is prepared and appropriate colour profiles are applied according to media output                                                                                                                                 |
| 3 Create multiple images | 3.1 Basic step and repeat layout is prepared according to job specifications<br>3.2 Appropriate software for step and repeat is accessed according to job specifications<br>3.3 Images are stepped according 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           | 1.3, 2.1-2.3, 3.1-3.3     | <ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> </ul>                                                                                                                                                                                                                                                                                                 |
| Get the work done | 1.1-1.4, 2.1-2.4, 3.1-3.3 | <ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined, familiar tasks</li> <li>Applies analytical processes to resolve problems</li> <li>Initiates standard procedures when responding to familiar problems within immediate context</li> <li>Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to create and save files in required format</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                           | Code and title<br>previous version                          | Comments                                              | Equivalence status |
|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------|--------------------|
| ICPPRP232<br>Electronically<br>combine and<br>assemble data | ICPPP232C<br>Electronically<br>combine and<br>assemble data | Updated to meet<br>Standards for<br>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 ICPPRP232 Electronically combine and assemble data

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## Performance Evidence

Evidence of the ability to:

- use a desktop platform (or high-end system) with appropriate layout, design and drafting software, to combine and assemble TWO jobs following the job brief and according to the listed performance criteria. (Since underlying skills associated with combining and assembling should be transferable across the design and pre-press sectors, it is important that substrates be identified along with the associated printing process that is being simulated.)
- find and use information relevant to task from a variety of information sources.

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:

- explain how to create a page layout according to job specifications
- describe function of electronic trapping of image elements as applied to image assembly
- explain how trapping relates to job specification
- outline how step and repeat layout is prepared to suit a job specification
- list main criteria for evaluating final output
- outline requirements of a contract proof as compared to an in-house check proof
- list manuals, safety and other documentation relevant to this task and identify where are they kept and what information is included.

## 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 Pre-Press field of work and include access to special purpose tools, equipment and industry software packages.

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

If this unit is to be used to assess competency with page layout applications, it should be used as a secondary unit to ICPPP224 Produce pages using a page layout application. It should be used when an additional page layout application is being assessed or taught.

It is not to be used to assess an individual on the same page layout application as ICPPP224 Produce pages using a page layout application. In other words, the individual should not receive two units of competency for one page layout application.

Assessors must satisfy NVR/AQTF assessor requirements.

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