



Australian Government

ICPPRP232 Electronically combine and assemble data

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 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 1.2 Required data is checked to ensure correct format for software application and output 1.3 System is checked for required fonts to fulfil job specifications 1.4 Storage capacity of system is checked for sufficiency
2 Combine data	2.1 Pages are composed according to job specifications 2.2 Elements are placed on page according to job specifications 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 3.2 Appropriate software for step and repeat is accessed according to job specifications 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	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Get the work done	1.1-1.4, 2.1-2.4, 3.1-3.3	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Applies analytical processes to resolve problems - Initiates standard procedures when responding to familiar problems within immediate context - 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

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP232 Electronically combine and assemble data	ICPPP232C Electronically combine and assemble data	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>