



Australian Government

Assessment Requirements for ICPPRP2840

Produce PDF files for online and screen display

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.

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:

- produce one passive and one interactive Portable Document Format (PDF) file that are suitable for both online and screen display.

In the course of the above, the candidate must:

- confirm user accessibility and readability in files according to audience requirements
- devise files for the intended audience of the documents.

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:

- interpretation of a design brief
- different file types and their use
- page sizes and formats for online display
- use of different fonts in online documents
- text reformatting for online document
- navigational principles in document design
- software options for managing colour, positioning, and bleed allowance
- software options for manipulating grammar and text in a PDF document
- software for managing document layout and elements
- principles for user accessibility, document readability and audience suitability in digital files
- work health and safety (WHS) requirements that relate to working on computers.

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 software packages.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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