



Australian Government

ICPPRP3210 Produce typographic images

Release: 1

ICPPRP3210 Produce typographic images

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 typeset text in various sizes and shapes and images, position typographic images, and proof them for errors.

It applies to individuals who design and prepare layouts and artwork, manipulate images and text, and apply solutions to a defined range of problems. They may also provide some leadership and guidance to others with some limited responsibility for the output of others.

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

Pre-requisite Unit

ICPRP2210 Select and apply type.

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. Prepare for job	1.1 Identify brief and design setting requirements 1.2 Select typeface, type-size, letter and word, and line spacing 1.3 Assess typeface and type-size according to ability to retain required characteristics through the reproduction stages 1.4 Position images according to design specifications
2. Produce and proof type	2.1 Produce type from copy using required layout and design and typesetting technology, according to work health and safety (WHS) requirements

ELEMENT	PERFORMANCE CRITERIA
	2.2 Check and adjust typographic quality to meet brief requirements 2.3 Carry out proofreading and confirm typesetting meets brief requirements 2.4 Mark-up proofs with required proofreading marks
3. Assess text for punctuation and grammar	3.1 Read text and identify errors in grammar, punctuation and word-breaks 3.2 Correct errors and omissions in consultation with client

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
Writing	Completes workplace records and forms using technical and enterprise-specific vocabulary
Oral Communication	Uses technical language required for role and context
Numeracy	Analyses a range of mathematical information used in familiar and routine tasks
Self-management	- Identifies and follows explicit and implicit protocols and meets expectations associated with own role - Determines effectiveness of decisions in terms of how well they meet stated design specifications
Problem Solving	Takes responsibility for addressing predictable, and some less predictable problems in familiar work contexts
Planning and Organising	Takes responsibility for planning and organising own workload and assembles required resources
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

Unit Mapping Information

Supersedes and is equivalent to ICPPRP321 Produce a typographic image.

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 ICPPRP3210 Produce typographic images

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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 software to select, set, arrange, evaluate and modify type for two different design briefs.

In the course of the above, the candidate must set and modify type in response to a range of audience and client requirements.

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:

- influence of printing process and electronic medium on typeface selection
- different methods used to produce type, including keyboard and electronic typesetting programs
- role of overall balance and emphasis of composition
- number of characters generally accepted in a line of text type
- relationship between point size and column width
- impact of viewing distance of the final product on point size selection
- kerning use and the reasons it is applied
- proofreading marks and their meanings
- uses of an apostrophe and common errors
- manufacturer manuals, and work health and safety 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 and keyboard
- industry standard software and typesetting programs.

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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