



Australian Government

ICPPRP321 Produce a typographic image

Release: 1

ICPPRP321 Produce a typographic image

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

It applies to skilled individuals working as pre-press tradespeople in the printing and graphic arts industry 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

ICPRP221	Select and apply type
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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 Select and evaluate typography	1.1 Typeface, type-size, letter and word, and line spacing are selected according to design setting requirements 1.2 Typeface and type-size are evaluated for suitability to retain required characteristics through the set of reproduction stages

ELEMENT	PERFORMANCE CRITERIA
	according to design brief and printing process
2 Position images	2.1 Images are positioned accurately according to design specifications 2.2 Overall balance and emphasis of composition conform to the brief
3 Produce and proof type	3.1 Type is produced either on a keyboard from copy using appropriate layout and design and typesetting technology, or by transferring information electronically into the typesetting program 3.2 Typographic quality is checked and adjusted to meet job specifications 3.3 Proofreading is carried out to ensure typesetting meets job specifications 3.4 Proofs are marked-up with correct proofreading marks and changes made
4 Assess text for punctuation and grammar	4.1 Text is read and errors in grammar, punctuation and word-breaks are identified 4.2 Errors and omissions are corrected in consultation with client

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	1.1, 1.2, 2.1, 2.2, 3.1-3.4, 4.1, 4.2	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	3.1, 3.4, 4.2	Completes workplace records and forms accurately and legibly using correct technical and enterprise-specific vocabulary
Oral Communication	4.2	Uses appropriate vocabulary, including technical language relevant to role and context
Numeracy	1.2, 2.1	Interprets and analyses a range of mathematical information used in familiar and routine tasks
Navigate the	1.1, 1.2, 2.1, 2.2,	Recognises and follows explicit and implicit protocols

world of work	3.1-3.4	and meets expectations associated with own role
Interact with others	4.2	• Uses appropriate communication protocols and conventions to confirm or clarify client requirements
Get the work done	1.2, 2.1, 2.2, 3.1-3.4, 4.1, 4.2	• Takes responsibility for planning and organising own workload and assembles required resources • Evaluates effectiveness of decisions in terms of how well they meet stated design specifications • Recognises and takes responsibility for addressing predictable, and some less predictable problems in familiar work contexts • 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
ICPPRP321 Produce a typographic image	ICPPP321C Produce a typographic image	Updated to meet Standards for 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 ICPPRP321 Produce a typographic image

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Performance Evidence

Evidence of the ability to:

- correctly use manual or electronic equipment and suitable software to select, set, arrange, evaluate and modify type for TWO different design briefs according to the job specification.

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:

- describe how choice of typeface selected is influenced by the printing process, or the electronic medium influence on choice of selected typeface
- name appropriate number of characters generally accepted in a line of text type
- describe relationship between point size and column width
- describe how viewing distance of the final product effects point size selection
- describe kerning use and why it might be applicable
- outline considerations of selecting a type face to be used on a particular product
- list ten proofreading marks and their meanings
- list three different ways of writing 'there' and explain meaning of each
- outline uses of an apostrophe and describe how apostrophes are often misused
- identify manuals, safety and other documentation relevant to this task, where are they kept, information that is included in these documents, and other sources of available information.

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 materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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