



Australian Government

ICPPRP324 Create pages using a page layout application

Release: 2

ICPPRP324 Create pages using a page layout application

Modification History

Release	Comments
Release 2	This version released with ICP Printing and Graphic Arts Training Package Version 2.0. Version created to correct typographical error
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 compose pages according to a client design brief, using a high-end application.

It applies to skilled 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 leadership and guidance to others, with 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

ICPPRP224	Produce pages using a page layout application
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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. Confirm client design	1.1 Details of client design brief are reviewed and clarified with

ELEMENT	PERFORMANCE CRITERIA
brief	client or supervisor 1.2 Type of document is determined and production requirements are assessed 1.3 Client copy and images are assembled to conform to design brief 1.4 Library files are accessed for relevant data to conform to design brief
2. Set up document	2.1 Master page for multiple pages and with multiple columns is set up 2.2 Required text is prepared and formatted and appropriate fonts and size are selected 2.3 Master pages, templates and style sheets, as appropriate, are used consistently to ensure data is the same after exchange or transfer 2.4 Text boxes and columns are correctly linked for text flow, and chapter heading hierarchies are selected 2.5 Colour palettes are set up according to design brief 2.6 Document set-up is completed to conform to requirements of the final media and design brief
3. Arrange elements on page	3.1 Imported text or data from other applications is correctly formatted and any cross-application formatting issues are resolved 3.2 Elements are created and arranged on page to conform to design brief 3.3 Graphics and other elements are imported from other applications and correctly formatted and arranged 3.4 Elements are arranged in layers according to design brief
4. Finalise artwork	4.1 Pages and combined elements are composed correctly to suit specified sheet size 4.2 Numerical sequence and laydown of product or mock-up is correctly identified to meet binding and finishing requirements 4.3 Bleed allowance is incorporated in margins and borders
5. Check quality	5.1 Text is reviewed for possible errors and omissions and errors are discussed with client or supervisor 5.2 Overall balance of layout and correct colour blends and gradients are maintained in arrangement of elements 5.3 Completed file is sent to be ripped 5.4 Proof is created and checked for errors, omissions and overall

ELEMENT	PERFORMANCE CRITERIA
	layout balance 5.5 Necessary changes are made, reviewed on screen, and reproofed as required 5.6 Job is saved according to enterprise procedures 5.7 Digital proof or PDF is created to present to 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, 1.3, 1.4, 2.2, 2.5, 2.6, 3.1, 3.2, 3.4, 5.1, 5.4, 5.5	- Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications - Uses explicit strategies to make connections between information and ideas
Writing	2.2, 3.1, 5.5	- Uses a variety of strategies for planning, drafting, reviewing and proofreading own writing - Chooses appropriate text type to communicate relevant information and/or ideas effectively
Oral Communication	1.1, 5.1, 5.7	Participates effectively in spoken interactions by using vocabulary, including technical language, relevant to role and context
Numeracy	4.2, 4.3	Selects and uses appropriate mathematical strategies to solve problems in familiar contexts
Navigate the world of work	1.1, 1.3, 1.4, 2.1-2.6, 3.1, 3.2, 3.4, 4.1, 4.2, 5.6	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Takes responsibility for decisions about when and how to complete tasks and coordinates with others
Interact with others	1.1, 5.1, 5.7	Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective interaction
Get the work done	1.2, 1.3, 2.2-2.6, 3.1-3.4, 4.1-4.3, 5.1-5.5, 5.7	- May operate from a broad conceptual plan, developing operational detail in stages, regularly reviewing priorities and performance during implementation, identifying and addressing issues - Takes responsibility for planning and organising own

		workload, identifying ways of sequencing and combining elements for greater efficiency • Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete tasks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP324 Create pages using a page layout application Release 2	ICPPRP324 Create pages using a page layout application Release 1	Updated to correct typographical error	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>