



Australian Government

ICPPRP3850 Operate databases for digital printing

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.

Application

This unit describes the skills and knowledge required to enter, retrieve and prepare data for personalised printing by integrating a database with a layout.

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.

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. Enter and retrieve data	1.1 Identify job specifications and organisational requirements and confirm data required for the job 1.2 Enter and complete data to meet job specifications 1.3 Create and modify fields as required 1.4 Use automated facilities for data checking 1.5 Locate and retrieve data 1.6 Use Help function to find solutions to queries 1.7 Save files to preserve data integrity and comply with organisational requirements
2. Set extraction requirements	2.1 Confirm database fields meet job placement requirements for the document format

ELEMENT	PERFORMANCE CRITERIA
	2.2 Use database interrogation to prepare client data requirements 2.3 Process and save information extracted to the template according to job specifications 2.4 Use composition engine to achieve required data format and page layout requirements for merging variable data and static elements
3. Test data	3.1 Check data and confirm it is uncorrupted 3.2 Confirm data is in required sequence for the run 3.3 Confirm required dynamic links operate and settings conform to job specifications 3.4 Make and retest any adjustments required
4. Output data	4.1 Configure database to the printing device and set printing output parameters to meet output requirements 4.2 Identify and confirm quality standards for data output according to job specifications 4.3 Monitor run to identify improvement opportunities and maintain quality

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
Numeracy	Analyses a range of mathematical information used in familiar and routine tasks
Self-management	- Recognises and follows organisational procedures associated with own role - Identifies and 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 resources required
Technology	Utilises a broad range of features within digital applications to complete tasks and improve personal productivity, optimising software functions for specific purposes

Unit Mapping Information

Supersedes and is equivalent to ICPPRP385 Operate a database for digital printing.

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 ICPPRP3850 Operate databases for digital printing

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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:

- complete two different jobs requiring entering, retrieving and preparing data for personalised printing using both text and graphics with fixed placement.

In the course of the above, the candidate must identify and correct errors in the data entry process.

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:

- required computer applications, including processes for use
- information found on job sheets and the processes followed to meet job requirements
- different fonts used and their effect on database composition
- different file formats and their relationship with the data entry process
- the process of maintaining data structure and integrity
- features and procedures for using Help functions on software
- issues involved in deciding on image parameters
- processes for storing and retrieving digital information
- expected production standards and common issues that may arise.

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 composition engine
- printing and output devices
- industry standard software.

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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