



Australian Government

ICPPRP385 Operate a database for digital printing

Release: 1

ICPPRP385 Operate a database for digital printing

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 enter, retrieve and prepare data for personalised printing by integrating a database with a layout.

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 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 Data required for the job is checked and confirmed against job specifications 1.2 Data is accurately entered and completed to meet job specifications 1.3 Fields are created or modified to effectively meet job specifications while maintaining integrity of existing data 1.4 Data structure is maintained according to job specifications 1.5 Automated facilities for data checking are used effectively 1.6 Data is located and retrieved as required by the job

ELEMENT	PERFORMANCE CRITERIA
	1.7 Help function is used to find solutions to queries, if required 1.8 Files are saved to preserve data integrity and comply with organisational requirements
2 Set extraction requirements	2.1 Database fields meet placement requirements for the document format 2.2 Client data requirements are prepared by interrogating the database 2.3 Information extracted to the template is correctly processed and saved according to job specifications 2.4 Composition engine is used to achieve required data format and page layout requirements for merging variable data and static elements
3 Test data	3.1 Data is checked to ensure it is uncorrupted 3.2 Data is in correct sequence required for the run 3.3 Required dynamic links operate correctly and settings conform to job specifications 3.4 Any adjustments required are made and retested
4 Output data	4.1 Database is configured to the printer and printer output parameters are set to meet output requirements 4.2 Quality standards for data output are confirmed according to job specifications 4.3 Run is monitored to identify improvement opportunities and maintain quality

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	1.1-1.4, 1.7, 2.2, 2.3, 3.2, 3.3, 4.2	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	1.2	Completes workplace records and forms accurately and legibly using correct technical and enterprise specific

		vocabulary
Numeracy	2.1, 2.4, 4.1	Interprets and analyses a range of mathematical information used in familiar and routine tasks
Navigate the world of work	1.8	Recognises and follows organisational policies and procedures associated with own role
Get the work done	1.1-1.8, 2.1-2.4, 3.1-3.4, 4.1-4.3	- Takes responsibility for planning and organising own workload and assembles resources required - Utilises a broad range of features within digital applications to complete tasks and improve personal productivity, optimising software functions for specific purposes - Recognises and takes responsibility for addressing predictable, and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP385 Operate a database for digital printing	ICPPP385C Operate a database for digital printing	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 ICPPRP385 Operate a database for digital printing

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Performance Evidence

Evidence of the ability to:

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

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:

- identify appropriate computer-specific applications and the process of using them
- list information found on job sheets and the process followed to ensure job requirements are met
- identify different fonts used and how they may influence database composition
- outline issues involved in deciding on image parameters
- discuss the process of storing and retrieving digital information
- outline expected production standards and any common issues that may arise.

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 use of a composition engine.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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