



Australian Government

ICPPRP397 Transfer digital files

Release: 1

ICPPRP397 Transfer digital files

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 needed to manipulate, delete and transfer digital files.

It requires the individual to accept, document, name, delete, archive and transfer digital files by using enterprise relevant processes. Individuals work under limited supervision and with defined procedures.

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 Save digital files	1.1 Files are named using enterprise format 1.2 File is checked for use of appropriate formats required for enterprise processing 1.3 Version control is used to ensure most recent file can be accessed
2 Transfer digital files	2.1 Files to be transferred (sent or received) are selected and the correct method of transfer is chosen 2.2 Locations where files are to be saved or downloaded are accurately located and navigated 2.3 Files are transferred to required location for processing

ELEMENT	PERFORMANCE CRITERIA
	2.4 Transferred (sent or received) files are checked to ensure correct transfer has occurred 2.5 Files are documented, moved, renamed, copied, archived and deleted as necessary according to enterprise standards
3 Retrieve and manage digital files	3.1 Required files are retrieved and opened from digital file system 3.2 Computer search functions are used to locate and retrieve files 3.3 File is sent to required location
4 Archive digital files	4.1 Archive system is created according to enterprise protocol 4.2 Consistent, regular backup strategies are undertaken to allow for retrieval of files if there is a data loss event 4.3 Files are retrieved from archive system

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	1.2, 2.5, 3.2, 4.3	Recognises and interprets texts from a range of sources
Writing	1.1, 1.3, 2.5, 4.1	Chooses appropriate text type to document relevant information
Navigate the world of work	1.1, 1.2, 4.1	Interprets and follows organisational policies and procedures relevant to own role
Get the work done	1.2, 1.3, 2.1-2.5, 3.1-3.3, 4.1-4.3	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency and uses analytical processes to decide on a course of action - Plans, identifies and assembles resources required to complete tasks - Responds to predictable problems and implements standard or logical solutions - 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
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP397 Transfer digital files	ICPPP397A Transfer digital files	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>