



Australian Government

ICPPRP484 Set up and operate automated workflow

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 1.0.

Application

This unit describes the skills and knowledge required to set up and operate an automated workflow to produce a print-ready file.

It requires the individual to set up and operate an automated workflow to produce a print-ready file.

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 Check job files and perform pre-flight	1.1 All details required for the job are checked and confirmed against job specifications 1.2 Files are loaded and all file resources are checked to determine if file is ready for production 1.3 File format is identified and best method of submission is chosen 1.4 Missing fonts are, where available, embedded and image data optimised, cropped and/or compressed, if necessary 1.5 Hairlines are thickened to a minimum width, if necessary 1.6 Layout images are assigned as high resolution data and down sampled 1.7 Thumbnails are generated for viewing pages

ELEMENT	PERFORMANCE CRITERIA
2 Create portable job ticket format processors	2.1 Parameters for individual elements or steps for all phases of the job are defined 2.2 All job phases are sequenced according to workflow and enterprise processes 2.3 If necessary, access levels are set for operators 2.4 Workflow definition is reviewed and saved
3 Transform colours	3.1 Assigned colour libraries are checked for consistency and colour names are converted if inconsistency is present 3.2 Spot colours are converted to process colours where necessary 3.3 Output colours are matched to colours input using selected International Colour Consortium (ICC) profile 3.4 Colours are set for final proof output
4 Set trapping parameters	4.1 Portable job ticket format trapping settings are used and additional trapping requirements added where appropriate 4.2 Traps are viewed and checked in file 4.3 If necessary traps are edited, removed or replaced 4.4 An appropriate separation-capable proof is viewed to ensure separations will output as expected
5 Proof pages	5.1 Imposition plan is assigned to the job 5.2 Form proof from plotter is printed containing all printer marks, and signature marks are viewed for final checking 5.3 Pages are outputted on a page proofer and checked 5.4 Any required changes are made and proof is approved by client
6 Prepare for output	6.1 Jobs to be imaged are outputted to film or plate 6.2 CIP3/CIP4 data is captured and dealt with according to enterprise procedures 6.3 Information for presetting of cutting and folding machines is generated if required and plug-ins are available 6.4 Print Production Format files are exported to or saved for the print console and outputted for plate or film imaging 6.5 Job data is saved and archived as required 6.6 Documentation is signed-off according to enterprise procedures

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, 2.4, 5.2, 5.3	- Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications - Checks texts for accuracy
Writing	2.1, 2.4, 6.6	Completes workplace documents accurately and legibly using correct technical and enterprise-specific vocabulary
Oral Communication	5.4	Participates effectively in spoken interactions with clients to confirm or clarify understanding
Navigate the world of work	2.2, 6.2, 6.5, 6.6	Follows organisational policies and procedures relevant to own role
Interact with others	5.4	Uses appropriate communication protocols and conventions to gain client approval
Get the work done	1.2-1.7, 2.1, 2.2, 2.4, 3.1-3.4, 4.1-4.4, 5.1-5.4, 6.1-6.5	- Takes responsibility for planning and organising own workload and assembles required resources - Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts - Utilises a broad range of features within applications, optimising software functions for specific purposes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP484 Set up and operate automated workflow	ICPPP484C Set up and operate automated workflow	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 ICPPRP484 Set up and operate automated workflow

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Performance Evidence

Evidence of the ability to:

- set up and operate an automated workflow to produce TWO different print-ready files according to the client brief and performance criteria
- find and use information relevant to the task from a variety of information sources.

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:

- list and describe the file resources to check during pre-flight
- explain why different submission methods would be chosen for different file formats
- explain why and when it might be important to change hairline effects
- outline the enterprise process for sequencing all phases of a job
- outline the importance of the colour space
- define trapping
- explain how to check that separations will output correctly
- outline the enterprise procedures for dealing with CIP3/CIP4 data.

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 industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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