



Australian Government

ICPPRP485 Develop a digital data template

Release: 1

ICPPRP485 Develop a digital data template

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 document content and structure for digital print equipment.

It requires the individual to identify data requirements, content and structure of a digital template for variable digital printing.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

ICPPRP385	Operate a database for digital printing.
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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 Identify content requirements	1.1 Data purpose is identified from job requirements and clarified with client 1.2 Data file format and type of database are identified 1.3 Layout is determined from job requirements and confirmed with client 1.4 Static and variable areas are identified according to job

ELEMENT	PERFORMANCE CRITERIA
	specifications 1.5 Accuracy of data is confirmed and signed off as such by client 1.6 Requirement for additional software integration is determined, such as postal software
2 Develop template	2.1 Fields are created and named consistently to reduce errors 2.2 Copy holes and data are marked-up to match job specifications 2.3 Report for the printer is developed which identifies relevant data assigned to each copy hole according to job specifications and business rules 2.4 Copy holes are assigned and related information documented for printer to understand the connection to the data 2.5 Correct number of fields is available for the job 2.6 Template is signed off as suitable by client
3 Finalise and test template	3.1 Business rules are tested and if possible a soft proof is reviewed 3.2 Final document is viewed with a markup language parser 3.3 Spot colours are converted to process colours where necessary 3.4 Template is well-formed, error-free and meets client needs 3.5 Template is extensible to meet future client needs 3.6 Template is finalised and made ready to send to the press

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, 2.3	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	2.1, 2.3, 2.4	Completes workplace documents accurately and legibly using correct technical and enterprise-specific vocabulary
Oral Communication	1.1, 1.3, 1.5, 2.6	Participates effectively in spoken interactions with clients to confirm or clarify understanding of

		requirements
Numeracy	2.5	Performs calculations to determine correct number of fields for task
Navigate the world of work	2.3	Recognises and follows organisational policies and associated with own role
Interact with others	1.1, 1.3, 1.5, 2.6	Uses appropriate communication protocols and conventions to clarify requirements or gain client approval
Get the work done	1.2, 1.5, 1.6, 2.1, 2.2, 2.4, 2.5, 3.1-3.3, 3.5, 3.6	- 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 - Uses digital tools to access and organise complex data and analyse multiple sources of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP485 Develop a digital data template	ICPPP485C Develop a digital data template	Updated to meet Standards for Training Packages	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>