



Australian Government

Assessment Requirements for ICPPRP4940

Develop document content and structure

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.

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:

- create two different documents, both of which have:
 - evidence of information structures for document assembly
 - intuitive design for the intended audience's navigation
 - been tested successfully.

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:

- the difference between a data store document and document layout application
- meta languages used for multiple audiences
- metadata, and the Publishing Requirements for Industry Standard Metadata (PRISM)
- personalised Print Markup Language (PPML)
- principles of document navigation and accessibility
- enterprise procedures for intuitive labelling and indexing
- content conversion, management and models
- information hierarchy for documents
- final media requirements
- physical file storage
- search and retrieval mechanisms
- process for linking extensible templates
- process for testing rigour of information architecture
- process for testing navigation features
- onscreen design principles
- data mapping.

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:

- industry software packages.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>