



Australian Government

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.

Application

This unit describes the skills and knowledge required to develop the content meaning and document structure for web page and electronic publishing purposes.

It applies to individuals who are responsible for creating and delivering documents to readers in electronic output and for-print format, and who work under limited supervision.

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

Pre-requisite Unit

ICPPRP3960 Generate high-end PDF files.

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 document requirements	1.1 Identify job specifications 1.2 Develop document content and structure according to document intent and final media requirements 1.3 Identify and group information according to the job brief 1.4 Determine target audience requirements and expectations according to the brief
2. Input content	2.1 Arrange information according to job specifications 2.2 Simulate generation of new documents based on the original content to test content meaning

ELEMENT	PERFORMANCE CRITERIA
	2.3 Prepare an information hierarchy, catering for physical file storage
3. Develop information architecture and navigation system	3.1 Design information hierarchy, accounting for navigation and access between files and groups of content 3.2 Develop information hierarchy, checking data to confirm hierarchy sequence 3.3 Prepare search and retrieval mechanisms for content discovery 3.4 Create high level, local and document navigation systems based on information architecture
4. Design information layout	4.1 Develop templates for textual and graphic elements to facilitate consistent and uniform layout and visual design 4.2 Link an extensible template to the document
5. Test document	5.1 Develop suite of prototypes for all document levels 5.2 Test rigour of information architecture at all levels 5.3 Test functioning and intuitive use of navigational features for all levels according to intended audience 5.4 Test visual design and layout at all levels against required onscreen design principles 5.5 Test for levels of accessibility for people with disabilities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and evaluates text to establish job requirements
Self-management	Identifies and meets organisational and industry requirements associated with own role
Planning and Organising	- Takes responsibility for planning and organising own workload using analytical processes to decide on a course of action - Selects and assembles resources required
Problem Solving	Takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Technology	Utilises a broad range of features within applications, optimising software and computer functions for required purposes

Unit Mapping Information

Supersedes and is equivalent to ICPPRP494 Develop document content and structure.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICPPRP4940 Develop document content and structure

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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

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