



Australian Government

ICPPRP494 Develop document content and structure

Release: 1

ICPPRP494 Develop document content and structure

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 develop the content meaning and document structure for markup for web page or electronic publishing purposes.

It requires the individual to create documents that have structure, content, readability and design appropriate for an online or print audience.

It applies to individuals who work in the printing and graphic arts industries who are responsible for creating and delivering a document/information to readers as electronic output or 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

ICPPRP396	Generate high-end PDF files
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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 document requirements	1.1 Content meaning and information structure are developed based on document intent, final media and intended audiences 1.2 Information is identified and grouped according to the job brief

ELEMENT	PERFORMANCE CRITERIA
	1.3 Target audience requirements and expectations are determined according to the brief
2 Plan content structure	2.1 Information is arranged in related topics and logical sequence 2.2 Content meaning is tested by simulating generation of new coherent documents based on the original content 2.3 A hierarchy of information is developed with data checked to confirm hierarchy sequence
3 Develop information architecture	3.1 An information hierarchy is prepared, catering for physical storage of files 3.2 Search and retrieval mechanisms are prepared for content discovery 3.3 Information hierarchy is designed, catering for navigation and access between files or groups of content
4 Develop navigation system	4.1 High level, local and document navigational systems are built based on information architecture 4.2 Design is consistent, intuitive and with a logical labelling system to provide access to various levels and type of content 4.3 Labels and indexes are clear, consistent, coherent and relatively intuitive to enable target audience access
5 Design information layout	5.1 Templates for textual and graphic elements are developed to facilitate consistent and uniform layout and visual design (technology) 5.2 An extensible template is linked to the document (technology)
6 Test document	6.1 Suite of prototypes for all document levels is developed 6.2 Rigour of information architecture at all levels is tested 6.3 Correct functioning and intuitive use of navigational features are tested for all levels 6.4 Visual design and layout are tested at all levels against standard onscreen design principles 6.5 Levels of accessibility for people with disabilities are deemed acceptable

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, 1.3, 2.1, 2.3, 3.1-3.3, 4.3, 6.4	Recognises and interprets text to establish job requirements from information contained within relevant procedures, specifications and reference material
Navigate the world of work	6.4, 6.5	Recognises and meets organisational and industry requirements associated with own role
Get the work done	1.2, 2.1-2.3, 3.1-3.3, 4.1-4.3, 5.1, 5.2, 6.1-6.5	- Takes responsibility for planning and organising own workload using analytical processes to decide on a course of action - Considers and assembles resources required - 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 and computer functions for specific purposes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRP494 Develop document content and structure	ICPPP494C Develop document content and structure	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 ICPPRP494 Develop document content and structure

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Performance Evidence

Evidence of the ability to:

- create TWO different documents which include evidence of information structures for markup, web pages or long document assembly (documents must be intuitive for target audience navigation, and successfully tested)
- 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:

- identify the difference between a data store document and a document layout application
- name meta languages used for multiple audiences
- explain metadata, and in particular Publishing Requirements for Industry Standard Metadata (PRISM)
- explain personalised Print Markup Language (PPML)
- outline principles of document navigation
- explain content conversion and content management
- identify and explain data mapping and content models.

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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