



Australian Government

ICPSUP2800 Enter data into electronic systems

Release: 1

ICPSUP2800 Enter data into electronic systems

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 retrieve and amend job data from production machinery and document changes.

It applies to individuals who access job specifications and document changes using an electronic system. This unit can be applied to a wide range of machines to access job information and transfer information for the next production stage.

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

Unit Sector

Support

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. Access data	1.1 Identify job specifications and required industry program for data entry 1.2 Identify, locate and access data using required industry program 1.3 Check and amend data to conform to job specifications
2. Input data	2.1 Plan data loading schedule according to enterprise requirements 2.2 Load data according to Australian Standards, regulatory requirements, work health and safety (WHS) requirements and job specifications 2.3 Check data to confirm output conforms to job requirements

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 text within job specifications and follows written instructions
Writing	Records key information related to outcomes of the job
Self-management	Takes personal responsibility for adhering and complying with legal and regulatory requirements
Planning and Organising	Plans and implements routine, familiar tasks in the immediate work context
Technology	Identifies purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Supersedes and is equivalent to ICPSUP280 Enter data into electronic system.

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 ICPSUP2800 Enter data into electronic systems

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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:

- access and input at least two sets of data into an electronic system.

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:

- work health and safety (WHS) requirements for data entry
- data entry and access processes in an electronic system
- procedure for electronic file transfer across different computer platforms
- procedure for rectifying failed file transfers
- features of programs used for file management
- Australian Standards and regulatory requirements for data entry
- file format requirements, and the potential impact of using an incorrect file format.

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:

- printing equipment
- industry standard software.

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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