



Australian Government

ICPSUP280 Enter data into electronic system

Release: 1

ICPSUP280 Enter data into electronic system

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 retrieve and amend job information from production machinery and document changes according to the particular production stage.

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 Data required for the job is called up electronically using industry program 1.2 Data is checked and amended to conform to job specifications
2. Input data	2.1 Load moving is performed to acceptable safe working practices, Australian Standards, codes of practice and specifications 2.2 Data is checked to ensure output conforms to job requirements

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, 1.2, 2.2	Recognises text within job specifications and follows written instructions
Writing	1.2	Records key information related to outcomes of the job
Numeracy	2.2	Checks output data against job requirements
Navigate the world of work	2.1	Complies with legal and regulatory requirements
Get the work done	1.1, 1.2	Understands purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP280 Enter data into electronic system	ICPSU280C Enter data into electronic system	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 ICPSUP280 Enter data into electronic system

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Performance Evidence

Evidence of the ability to:

- consistently and accurately access and enter data into a machine console or electronic system.

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:

- summarise work health and safety and other requirements in relation to load moving
- summarise the processes for accessing and entering data into the electronic system
- explain how to transfer an electronic file across different computer platforms
- explain necessary steps if a file fails to transfer correctly
- list the programs used to manage this file
- explain steps to ensure correct file format is used, and consequences of using an incorrect file format.

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 Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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