



Australian Government

ICPSUP2810 Use computer systems in the printing and graphic arts sectors

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 perform basic functions on a computer.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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. Use a stand-alone computer	1.1 Confirm posture at the keyboard accords with work health and safety (WHS) procedures 1.2 Access data and confirm no loss has occurred 1.3 Manipulate data to ensure future access, retrieval and storage of data according to enterprise procedures
2. Perform computer functions	2.1 Identify job requirements and required data and computer functions 2.2 Access, save and retrieve data for reference and amendment 2.3 Identify and select required program for the job to be undertaken

ELEMENT	PERFORMANCE CRITERIA
	2.4 Use mouse and keyboard functions to operate industry-standard computer systems 2.5 Use features of applications to deliver an output to job specifications 2.6 Save data in required format and file location 2.7 Use master pages, templates and style sheets consistently, according to job requirements, to confirm data is the same after transfer

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	- Identifies rights and responsibilities and complies with enterprise and regulatory requirements - Takes responsibility for organising resources required for the task
Planning and Organising	Follows routine procedures for some common and other less common 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 ICPSUP281 Use computer systems.

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 ICPSUP2810 Use computer systems in the printing and graphic arts sectors

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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:

- use a stand-alone computer/terminal with industry-standard software applications to create and access at least two files.

In the course of the above, the candidate must:

- operate a computer to perform various basic computing functions
- label and save files in a variety of formats and locations.

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 work health and safety (WHS) requirements when working on a computer
- procedures for starting, operating and stopping the computer
 - when computer power should be turned off
 - procedures for using and sharing passwords
 - accessing alternative file storage devices
- basic typing skills
 - base finger positions on the keyboard
 - benefits of typing evenly and consistently
- use of applications
 - producing a compressed file
 - the functions of master pages, templates, style sheets and macros
 - workplace requirements for saving files
 - processes and locations for storing data
 - issues that may cause data loss and ways to avoid them.

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:

- stand-alone computer or terminal with mouse and keyboard
- 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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