



Australian Government

Assessment Requirements for ICPSUP281

Use computer systems

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 1.0.

Performance Evidence

Evidence of the ability to:

- correctly and safely perform basic functions on a stand-alone computer/terminal using industry software
- use a stand-alone computer/terminal with at least TWO software applications relevant to the printing industry to create or access files, perform various computing functions, and save files in required format and location.

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:

- explain the work health and safety requirements when performing keyboarding tasks

Starting, operating and shutting down the computer

- Explain when computer power should be turned off
- describe how to start or stop using the computer
- explain appropriate procedures for using and sharing a password
- outline how to access alternative file storage devices

Basic typing skills

- show base finger positions on the keyboard
- explain benefits of typing at an even and consistent pace

Use of applications

- explain how to produce a compressed file
- list and briefly describe the functions of master pages, templates, style sheets and macros
- describe the workplace requirements for saving files.

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 a stand-alone computer or terminal.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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