



Australian Government

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.

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/terminal correctly	1.1 Correct posture at the keyboard is adopted according to work health and safety (WHS) requirements 1.2 Data is correctly accessed to ensure no loss of data 1.3 Data is manipulated correctly to ensure access, retrieval and storage of data
2. Perform computer/terminal functions	2.1 Data is accessed, saved and retrieved for reference and amendment 2.2 Appropriate program is selected for the job to be undertaken 2.3 Mouse and/or keyboard functions are used correctly to operate the computer systems used in the printing industry

ELEMENT	PERFORMANCE CRITERIA
	2.4 Features of applications are used correctly to deliver a specified output 2.5 Data is saved in correct format and file location 2.6 Master pages, templates and style sheets, as appropriate, are used consistently to ensure data is the same after exchange or transfer

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, 2.5, 2.6	Recognises text within job specifications and follows written instructions
Writing	1.3, 2.4	Records key information related to outcomes of the job
Navigate the world of work	1.1	Understands rights and responsibilities and complies with legal and regulatory requirements
Get the work done	1.2, 1.3, 2.1-2.6	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
ICPSUP281 Use computer systems	ICPSU281C Use computer systems	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 ICPSUP281 Use computer systems

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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.

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