



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP221C Select and apply type

Revision Number: 1

ICPPP221C Select and apply type

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to undertake basic typesetting skills.
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Application of the Unit

Application of the unit	This unit requires an individual to select the required fonts and to fit and proof the type. The individual will be supervised and the choice of actions required will be clear.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify fonts	1.1. A range of fonts is identified to meet diverse client requirements and final output media 1.2. Point sizes and leading of type are identified to meet diverse client requirements and final output media
2. Select, fit and produce type for a basic brief	2.1. Appropriate type is selected to meet the specifications of the brief 2.2. Type is fitted into the copy space allocated according to the design layout 2.3. Type is set and produced using rules and boxes according to the design layout
3. Proof read and correct type	3.1. Type is checked for accuracy, omissions and errors according to job specifications 3.2. Proofs are marked up with correct proof reading marks 3.3. Type is corrected to accord with job specifications

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by interpreting job brief to ensure that the job is done appropriately
- collecting, analysing and organising information by matching characteristics of fonts, sizes and layouts with requirements of the job brief
- planning and organising activities by selecting and fitting appropriate type
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by calculating fit and point sizes
- problem-solving skills by fitting type in the allocated copy space
- use of technology by selecting and applying type using software applications

Required knowledge

- different printing processes or electronic media and the affect on type selection and design
- aspects of typography that influence the design of the brief
- limitations with type reproduction in the printing processes
- serif and sans serif categories
- type atmosphere
- elements of a dynamic arrangement
- text and margin proof reader marks
- grammar, punctuation and the apostrophe
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- selecting and fitting appropriate fonts to meet the job specifications. Proofing the type for errors and correcting
- the underlying skills of selecting and applying type should be transferable across the design and pre-press sectors. It is important that the substrate for reproduction is identified and that the competency be demonstrated with a clear identification of printing processes
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- use manual or electronic equipment and suitable software to select, set, arrange and modify type in TWO different jobs according to the listed Performance Criteria.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- it is expected that special purpose tools, equipment and industry software packages will be used where appropriate.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended

Guidance information for

Holistic assessment with other units relevant to the

EVIDENCE GUIDE**assessment**

industry sector, workplace and job role is recommended.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Output</i> may include:	type proof, screen display and mono chromatic PS laser image.
<i>Brief</i> may include:	specifications for the job that may include instructions which include samples of the product.
<i>Complexity</i> may include:	- simple briefs that do not involve problem solving or complex layouts or designs - includes stock of varying qualities and proportions.
<i>Input</i> may include:	interpretation of brief.
<i>Capture</i> may include:	manual typesetting; proprietary or computer equipment.
<i>Manipulation/edit</i> may include:	software and/or hardware function.
<i>Quality standards</i> may include:	should meet client requirements and enterprise and industry standards.

Unit Sector(s)**Unit sector**

Competency field

Competency field	Pre-press
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Co-requisite units

Co-requisite units		