



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP286A Scan images for reproduction

Revision Number: 1

ICPPP286A Scan images for reproduction

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to scan line images. No licensing, legislative, regulatory or certification requirements apply to this unit of competency.
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Application of the Unit

Application of the unit	This unit applies to individuals who prepare a line copy or original for scanning, set up the scanner and ensure the quality of the scanned image meets the technical specifications of the job and final media requirements. The individual will work under limited supervision and with defined procedures.
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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. Prepare line image for scanning	1.1. The line image for scanning is scaled to conform to production specifications 1.2. The quality of the line image for scanning is assessed to determine scanner settings 1.3. The line image is cleaned and mounted ready for scanning
2. Prepare scanner	2.1. The scanner is set correctly for the line images to be scanned 2.2. Appropriate software is selected for scanning and processing line images 2.3. Adjustments are made to ensure quality of scanned image
3. Scan and check image	3.1. Appropriate software is applied to scan and process line images 3.2. The original line image is scanned for reproduction according to the design specifications 3.3. The quality of the scanned image is checked against the job specifications and the printing or reproduction requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- occupational health and safety (OHS) skills for operating machinery, such as safely switching off machinery before cleaning is started
- communication and literacy skills for expressing ideas and information and interpreting the job brief
- planning, analysing and organising skills for matching reproduction requirements, resolution factors and preparing the line image for scanning
- teamwork skills for maintaining the production process in association with others
- numeracy skills for calculating enlargement/reduction factors and resolution
- problem-solving skills for scaling the line image to conform to production specifications
- technical skills for using appropriate software and hardware correctly to ensure ease of subsequent processing

Required knowledge

- relevant printing processes and electronic media
- scanning requirements
- characteristics of a line original
- factors that determine line scanning resolution
- controls that exist within the software for line scanning
- essential hardware specifications for line scanning
- software requirements for line scanning
- specific software requirements to process and output the image
- manuals, safety and other documentation that are relevant to this task, where they are kept and information included in these documents
- OHS concerns when operating a scanner
- OHS standards that relate to working for periods of time on computers

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:

- ensure the quality of the scanned image meets specified quality standards and final media requirements
- ensure the underlying skill of scanning images are transferable across the design and pre-press sectors
- identify the substrate for reproduction and ensure that the quality of the scanned image is suitable for the identified printing processes
- locate and use information relevant to the task from a variety of information sources
- use a desktop flat-bed scanner and reproduce three line originals.

Context of and specific resources for assessment

Assessment must ensure:

- that conditions are typical ambient conditions found in the workplace
- that special purpose tools, equipment and industry software packages are available and used where appropriate
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

Method of assessment

The following assessment method is 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
- practical demonstration by the candidate when scanning an image to technical specifications.

Guidance information for assessment

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

For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent

EVIDENCE GUIDE

performance.

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>Line image</i> may include:	a variety of high contrast line artwork or copy.
<i>Scanner</i> may include:	- flat-bed - drum scanners with medium to high-end full colour capabilities.
<i>Software</i> may include:	- appropriate software relative to image input quality and output device - any proprietary industry standard software - industry standard software that is bundled with high-end scanners - third party products, such as: - SilverFast - VueScan.
<i>Quality</i> may include:	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		