



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP324C Create pages using a page layout application

Revision Number: 1

ICPPP324C Create pages using a page layout application

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to compose pages based on a client design brief using a high-end application.
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Application of the Unit

Application of the unit	For this unit the knowledge and skills cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specific problems. This will be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	ICPPP224C Produce pages using a page layout application.	

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. Confirm client design brief	1.1.Details of the client design brief are reviewed and clarified with client or supervisor 1.2.The type of document is determined and production requirements are assessed 1.3.Client copy and images are assembled to conform to the design brief 1.4.Library files are accessed for relevant data to conform to the design brief
2. Set up document	2.1.A master page for multiple pages and with multiple columns is set up 2.2.Required text is prepared and formatted and appropriate fonts and size are selected 2.3.Master pages, templates and style sheets, as appropriate, are used consistently to ensure data is the same after exchange or transfer 2.4.Text boxes and columns are correctly linked for text flow and chapter heading hierarchies are selected 2.5.Colour palettes are set up according to the design brief 2.6.Document set up is completed to conform to requirements of the final media and design brief
3. Arrange elements on page	3.1.Imported text or data from other applications is correctly formatted and any cross-application formatting issues are resolved 3.2.Elements are created and arranged on page to conform to the design brief 3.3.Graphics and other elements are imported from other applications and correctly formatted and arranged 3.4.Elements are arranged in layers according to the design brief
4. Finalise artwork	4.1.Pages and combined elements are composed correctly to suit specified sheet size 4.2.Numerical sequence and laydown of the product or mock-up is correctly identified to meet binding and finishing requirements 4.3.A bleed allowance is incorporated in margins and borders
5. Check quality	5.1.Text is reviewed for possible errors and omissions and errors are discussed with the client or supervisor

ELEMENT	PERFORMANCE CRITERIA
	5.2. Overall balance of the layout and correct colour blends and gradients are maintained in the arrangement of the elements 5.3. Completed file is sent to be ripped 5.4. A proof is created and rechecked for errors, omissions and the overall balance of the layout 5.5. Necessary changes are made, reviewed on screen and reproofed as required 5.6. The job is saved according to enterprise procedures 5.7. A digital proof or PDF is created to present to client

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 clarifying information with the client or supervisor
- collecting, analysing and organising information by selecting library files for relevant data to conform to the design brief
- planning and organising activities by developing the numerical sequence and laydown of the product
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by identifying the numerical sequence and laydown of the product
- problem-solving skills by imposing pages and combined elements to correctly suit specified sheet size
- use of technology by using hardware and software applications

Required knowledge

- trapping during the design phase
- colour qualities and behaviour for trapping
- different qualities of TIFF and EPS and the use
- distinguishing unmarked colours
- principles of additive and subtractive colour mixing
- considerations given to the printing process during the design phase
- kinds of problems that can occur if the printing process isn't considered during the design stage
- media size consideration during imposition
- planning for multiple colours and graphics during imposition
- computer type verses print type
- the importance of type to the overall design
- factors that you need to consider to ensure overall readability
- importance of design and layout arranging artwork
- typography use in design
- purposeful design
- market segmentation
- understanding the target audience
- factors that you need to consider when targeting equity groups
- creating and saving templates

REQUIRED SKILLS AND KNOWLEDGE

- creating style guides and sheets

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: • composing a page incorporating elements and features that meets the client's design brief and is print ready • demonstrate an ability to find and use information relevant to the task from a variety of information sources • prepare THREE different sets of page layouts according to the listed Performance Criteria • 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 performance • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
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 • page layout applications such as InDesign PageMaker, QuarkXPress, will be required for assessment of this unit of competency. New software applications and new versions of existing products enter the market regularly and therefore this example group will change.
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.
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>Library files</i> may include:	• bullets, borders, buttons, images, clip art.
<i>Document set up</i> may include:	• margins, page size, page orientation, multiple pages, multiple columns, arrangement of pages.
<i>Final media</i> may include:	• printed material, Internet, CD Rom.
<i>Elements</i> may include:	• graphics, frames, menus or dialogue boxes, indexes.
<i>High-end page layout applications</i> may include:	• Adobe InDesign, Adobe PageMaker, QuarkXPress, Corel Ventura, Adobe FrameMaker. New software applications and new versions of existing products enter the market regularly and therefore this example group will change.
<i>Enterprise procedures</i> may include:	• enterprise procedures for saving a document can include the preferred format, naming preferences and the location the file is saved to.
<i>Imposed</i> may include:	• plug-ins, stand alone applications or automated features of high-end page layout programs exist to impose pages.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Pre-press
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Co-requisite units

Co-requisite units		