



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP385C Operate a database for digital printing

Revision Number: 1

ICPPP385C Operate a database for digital printing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to enter, retrieve and prepare data for personalised printing.
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Application of the Unit

Application of the unit	This unit requires the individual to enter, retrieve and prepare data for personalised printing by integrating a database with a layout. At this level of variable data printing the competency is about integrating a database with a layout.
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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. Enter and retrieve data	1.1. All data required for the job is checked and confirmed against job specifications 1.2. Data is accurately entered and completed to meet job specifications 1.3. Fields are created or modified to effectively meet job specifications whilst maintaining the integrity of existing data 1.4. Data structure is maintained according to job specifications 1.5. Automated facilities for data checking are used effectively 1.6. Data is located and retrieved as required by the job 1.7. The help function is used to find solutions to queries if required 1.8. Files are saved to preserve data integrity and to comply with organisational requirements
2. Set extraction requirements	2.1. The database fields meet the placement requirements for the document format 2.2. Client data requirements are prepared by interrogating the database 2.3. The information extracted to the template is correctly processed and saved according to job specifications 2.4. A composition engine is used to achieve the required data format and page layout requirements for merging variable data and static elements
3. Test data	3.1. Data is checked to ensure it is uncorrupted 3.2. Data is in the correct sequence required for the run 3.3. Required dynamic links operate correctly and settings conform to job specifications 3.4. Any adjustments required are made and retested
4. Output data	4.1. The database is configured to the printer and the printer output parameters are set to meet output requirements 4.2. Quality standards for data output are confirmed according to job specifications 4.3. The run is monitored to identify improvement opportunities and to maintain quality

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 creating or modifying fields to enter data
- collecting, analysing and organising information by locating and retrieving the correct data required of the job
- planning and organising activities by using a composition engine to achieve the required data format and page layout requirements
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by configuring the database with the correct output parameters to meet requirements
- problem-solving skills by ensuring that the database fields meet the placement requirements for the document format
- use of technology by operating a database for digital printing

Required knowledge

- computer specific applications
- job sheets
- fonts
- image parameters
- storage and retrieval of digital information
- production standards

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:

- entering, retrieving and preparing data for personalised printing. Both text and graphic may be used with fixed placement
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- 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
- it is expected that relevant hardware and software will be used for this unit.

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 assessment

Holistic assessment with other units relevant to the 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>Job specification</i> may include:	job sheets, batch processing orders, job specifications.
<i>Fields</i> may include:	database fields.
<i>Placement requirements</i> may include:	are the variable data and static fields. Variable data fields for this unit are text and images with fixed placement.
<i>Composition engine</i> may include:	DL Formatter, Autograph Series, DL Pager, Calligramme, DL Composer.
<i>Quality standards</i> may include:	should meet client requirements and enterprise and industry standards.

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	

