



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP397A Transfer digital files

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to manipulate, delete and transfer digital files. 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 requires the individual to accept, document, name, delete, archive and transfer digital files by using enterprise relevant processes. 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. Save digital files	1.1. Files are named using enterprise format 1.2. File is checked for use of appropriate formats required for enterprise processing 1.3. Version control is used to ensure the most recent file can be accessed
2. Transfer digital files	2.1. Files to be transferred (sent or received) are selected and the correct method of transfer is chosen 2.2. Locations where the files are to be saved or downloaded are accurately located and navigated 2.3. Files are transferred to required location for processing 2.4. Transferred (sent or received) files are checked to ensure correct transfer has occurred 2.5. Files are documented, moved, renamed, copied, archived and deleted as necessary according to enterprise standards
3. Retrieve and manage digital files	3.1. Required files are retrieved and opened from digital file system 3.2. Computer search functions are used to locate and retrieve files 3.3. File is sent to required location
4. Archive digital files	4.1. Archive system is created according to enterprise protocol 4.2. Consistent, regular backup strategies are undertaken to allow for retrieval of files if there is a data loss event 4.3. Files are retrieved from archive system

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 completing required enterprise documentation
- planning, analytical and organising skills for selecting files to be transferred, choosing correct mode and file naming protocols for transferred files
- teamwork skills for maintaining the production process in association with others
- numeracy skill to calculate file size, transfer rates, archival and storage requirements and reviewing the settings
- problem-solving skills for locating, downloading, renaming, moving, copying, archiving and deleting files
- technical skills for transferring digital files

Required knowledge

- enterprise file format standards
- storage media:
 - optical
 - flash
 - magnetic
- file transfer protocols:
 - USB
 - Firewire
 - asymmetric digital subscriber line (ADSL) wireless
 - email attachment
 - ethernet
- file compression methods and effect on file type required for enterprise processing
- file formats and sizes, and their effect on RAM requirements, storage, processing and transfer protocols
- 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 following is essential: - manipulating, deleting and transferring digital files by using enterprise determined protocols - ability to locate and use information relevant to the task from a variety of information sources.
Context of and specific resources for assessment	Assessment must ensure: - that conditions are typical ambient conditions found in the workplace - access to relevant facilities, equipment, software and hardware required to transfer digital files - use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
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 - practical demonstration by the candidate in manipulating, deleting and transferring digital files.
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 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>Appropriate formats</i> may include:	• collect for output, package or similar functions in proprietary software • encapsulated postscript (EPS) • PDF • postscript or other file format standards as required by enterprise • XML.
<i>Version control</i> may include:	• recording date • time and version numbers for each major amendment distribute • recording distribution destinations of versions • distribution methods recording amendments to each version proof using: • digital signatures • file permissions.
<i>Required location</i> may include:	• email • networked storage • transfer via intranet • uploading to or downloading from: • a destination website • portable storage device - optical, magnetic or flash.
<i>Archive system</i> may include:	• networked storage • uploading to, or downloading from: • a destination website • portable storage device - optical, magnetic or flash • other devices used in automated and/or scheduled archiving and backup.

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		