



Australian Government

Department of Education, Employment and Workplace Relations

ICPPP484C Set up and operate automated workflow

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 set up and operate an automated workflow to produce a print ready file.
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Application of the Unit

Application of the unit	This unit requires the individual to set up and operate an automated workflow to produce a print ready file.
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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. Check job files and perform pre-flight	1.1. All details required for the job are checked and confirmed against job specifications 1.2. Files are loaded and all file resources are checked to determine if file is ready for production 1.3. File format is identified and best method of submission is chosen 1.4. Missing fonts are, where available, embedded and image data optimised, cropped and/or compressed if necessary 1.5. Hairlines are thickened to a minimum width, if necessary 1.6. Layout images are assigned as high resolution data and down sampled 1.7. Thumbnails are generated for viewing pages
2. Create portable job ticket format processors	2.1. Parameters for individual elements or steps for all phases of the job are defined 2.2. All phases of the job are sequenced according to the workflow and enterprise processes 2.3. If necessary access levels are set for operators 2.4. The workflow definition is reviewed and saved
3. Transform colours	3.1. Assigned colour libraries are checked for consistency and colour names are converted if inconsistency is present 3.2. Spot colours are converted to process colours where necessary 3.3. Output colours are matched to colours input using selected ICC profile 3.4. Colours are set for the final proof output
4. Set trapping parameters	4.1. The portable job ticket format trapping settings are used and additional trapping requirements are added where appropriate 4.2. Traps are viewed and checked in the file 4.3. If necessary traps are edited, removed or replaced 4.4. An appropriate separation-capable proof is viewed to ensure that the separations will output as expected
5. Proof pages	5.1. An imposition plan is assigned to the job 5.2. A form proof from the plotter is printed containing all printer marks and signature marks are viewed for final checking

ELEMENT	PERFORMANCE CRITERIA
	5.3. Pages are outputted on a page proofer and checked 5.4. Any required changes are made and proof is approved by client
6. Prepare for output	6.1. Jobs to be imaged are outputted to film or plate 6.2. CIP3/CIP4 data is captured and dealt with according to enterprise procedures 6.3. Information for the presetting of cutting and folding machines is generated if required and plug-ins are available 6.4. The Print Production Format files are exported to or saved for the print console and outputted for plate or film imaging 6.5. Job data is saved and archived as required 6.6. Documentation is signed off according to enterprise procedures

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 exporting or saving print production format files
- collecting, analysing and organising information by loading files and checking file resources to determine production status
- planning and organising activities by proofing pages prior to preparing for output
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by generating thumbnails for viewing pages
- problem-solving skills by checking assigned colour libraries and converting inconsistent colour names
- use of technology by creating portable job ticket format processors

Required knowledge

- pre-flighting
- hairline effects
- importance of the colour space
- trapping

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:

- setting up and operating an automated workflow to produce a print ready file
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- set up and operate an automated workflow to produce TWO different print ready files
- 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
- automated workflow software.

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>File resources</i> may include:	• fonts • high-resolution images.
<i>File format</i> may include:	• PP • EPS • PDF • PS • TIFF • JPEG.
<i>Separation-capable proof</i> may include:	• should meet client requirements and enterprise and industry standards.
<i>Separation</i> may include:	• VPS • Spectrum • InSite or Prinergy's Separation Viewer plug-in for Adobe Acrobat.

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		