



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR283A Use digital media consumables

Revision Number: 1

ICPPR283A Use digital media consumables

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to use digital media consumables, such as printing substrates and inks/toners. It relates to monitoring stock levels and correctly loading and using digital media consumables. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	This unit applies to the selection, usage and storage of digital consumables for individuals working in the digital sector.
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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. Identify and select consumables	1.1.Required <i>consumables</i> are identified in consultation with appropriate personnel and in accordance with manufacture's and/or job specifications 1.2.Consumables are selected and confirmed that they correspond with identified needs
2. Use consumables	2.1.Consumables are prepared and loaded according to occupational health and safety (OHS) requirements and manufacturer's and enterprise procedures and specifications 2.2. <i>Faulty product</i> is visually identified and removed 2.3.Incorrect substrate usage is identified and then rectified
3. Monitor consumables storage and levels	3.1.Stock levels are monitored to enterprise requirements 3.2.Consumables are recorded and stored according to manufacturer's specifications 3.3. <i>Appropriate personnel</i> are informed of low stock levels and measures taken to increase levels of stock

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 loading consumables safely
- communication skills when reporting low stock levels to appropriate personnel
- planning and organising activities by providing information about time and material requirements for set-up, production and finishing to ensure efficient operation
- teamwork skills when maintaining the production process in association with other workers
- mathematical ideas and techniques by calculating consumables needed for a production run
- use of technology by using digital printing devices
- problem-solving skills by recognising faulty printing and determining whether consumables are the cause

Required knowledge

- OHS factors that need to be addressed when using and loading consumables
- location of material safety data sheets (MSDS)
- location of manuals, safety and other documentation and the information included in these documents that are relevant to digital media consumables
- various consumables used in the digital sector
- types of consumables used for each printing and/or finishing device
- which substrates perform better for a particular printing device
- printing faults that can occur due to using the wrong substrate
- printing faults that can occur due to poor storage of consumables
- various inks and toners used in the digital sector
- advantages and disadvantages of the various ink types

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:

- identify, use and store consumables used in a digital workflow
- monitor stock levels of consumables
- find 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 and materials used for colour management production
- 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
- third party workplace reports of on-the-job performance by the candidate
- practical demonstration by the candidate in using and monitoring digital media consumables.

Guidance information for assessment

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

- ICPPR286A Finish a digital product.

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>Consumables</i> may include:	• ink • toner • developer • waste toner • fuser oil • substrates • staples • binding wire and combs.
<i>Faulty product</i> may include:	• inks that perform poorly that may be due to expiry date • substrates with visual faults, such as: • tears and scratches • moisture damage • tangled and/or bent binding wire.
<i>Appropriate personnel</i> may include:	• supervisor • manager • team leader • store personnel.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Printing
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Co-requisite units

Co-requisite units		