



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR494A Apply advanced software applications to digital production

Revision Number: 1

ICPPR494A Apply advanced software applications to digital production

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to correctly select and use a variety of high-end software applications to efficiently produce a standard job. 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 creation of a standard job, using multiple applications for individuals working in the digital printing sector.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	ICPPR385A	Apply software applications to digital production

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 brief and job specifications	1.1.Details of the client design brief and job specifications are reviewed and clarified with client or supervisor 1.2.The type of documents are determined and production requirements are assessed 1.3.Client copy and images are assembled to conform to the design brief 1.4.A number of software applications are selected to produce the job
2. Arrange elements on page	2.1.Guides are set and grid is displayed to ensure artwork meets job specifications 2.2.Elements are created and arranged on page with precise alignment 2.3.Elements are arranged in layers to allow for effective selection and re-arrangement 2.4.Imported text or data from other applications is correctly formatted and any cross-application formatting issues are resolved 2.5.Text is formatted and flowed into document using most productive technique 2.6.Graphics and other elements are imported from other applications and are arranged according to the design brief
3. Produce objects	3.1.Tools are used to produce objects and required attributes are entered and shapes manipulated, continuing until graphic framework is finalised 3.2.Lines and curves are adjusted and edited to fit design specifications 3.3.Objects are painted, transposed and strokes and effects are scaled according to the design brief 3.4.Colours are created, edited and saved to the colour palette and saturation of colour is adjusted 3.5.Colour and appearance attributes are selected and copied as required 3.6.Gradients, fills and patterns are used to paint and blend as required by the layout and design brief
4. Edit images	4.1.Image is retouched to conform with job specifications 4.2.Colour and tone corrections are employed to conform with job specifications

ELEMENT	PERFORMANCE CRITERIA
	4.3. An appropriate <i>contouring technique</i> is applied to produce the best result depending on the image 4.4. Edited image is saved in <i>appropriate format</i> to allow for import into other applications and to conform with job specifications 4.5. Image storage requirements are identified and employed
5. Produce print-ready file	5.1. File is checked for errors in accordance to client brief and job specifications 5.2. Correct colour modes and libraries are used according to job specifications 5.3. Sufficient image resolution is applied according to output specifications 5.4. Bleeds and printer marks are applied 5.5. Completed file is sent to be ripped 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

- occupational health and safety (OHS) skills for using correct ergonomics when operating the computer
- communication skills for expressing ideas and information by gaining client agreement on design layout
- collecting, analysing and organising skills for storing and retrieving all required electronic files
- planning and organising skills for outputting a proof and gaining approval by the client
- teamwork skills for maintaining the production process in association with others
- numeracy skills for determining image resolution
- problem-solving skills for checking and fixing errors when preflighting
- technical skills for using relevant hardware and software to produce a layout

Required knowledge

- different qualities between file formats
- when to use one file format opposed to another
- type of file format that are not suitable for print-based jobs
- different colour modes and the advantage and disadvantages of each
- colour libraries and how to select them within a software application
- printing processes used in digital production
- importance of considering the printing process during the design phase
- type of problems that can occur if the printing process isn't considered during the design
- different techniques that can be employed to style text productively
- ways text can be flowed throughout a document
- how guides and rulers can be adjusted
- circumstances when images are required to be edited or manipulated
- why using colour profiles is required when preparing an image for printing
- image storage capabilities
- factors that may influence the grey balance of an image

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:

- use a variety of software applications to produce a standard layout
- find and use information relevant to the task from a variety of information sources
- use at least two software applications to prepare two different sets of layouts according to enterprise standards.

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 digital production, such as high-end computers, output devices and layout software
- 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 when selecting and using a variety of high-end software applications to efficiently produce a standard job.

Guidance information for assessment

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

- ICPPR388A Preflight and import complex images for digital device
- ICPPP311C Develop a detailed design concept
- ICPPP321C Produce a typographic image.

For valid and reliable assessment of this unit, evidence should be

EVIDENCE GUIDE

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>Software applications</i> may include:	• Adobe Indesign • Illustrator • Photoshop • QuarkXPress and Corel • new software applications and new versions of existing products entering the market regularly.
<i>Elements</i> may include:	• text frames • picture boxes • complex shapes • lines or tabs.
<i>Productive techniques</i> may include:	• paragraph style • characters style • eyedropper tool and linking of text frames.
<i>Tools</i> may include:	• pen • selection • direct selection and shape tools.
<i>Contouring techniques</i> may include:	• using paths • layer masks • quick mask or lasso tool.
<i>Appropriate format</i> may include:	• file types that support transparency or paths, such as: • postshop designers (SD) • tagged image file format (TIFF) • encapsulated postscript (EPS).

Unit Sector(s)

Unit sector	Printing and graphic arts
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Competency field

Competency field	Printing
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Co-requisite units

Co-requisite units		