

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Understand digital file management techniques
2. Code	PPPRPE310A
3. Level	3
4. Credit	12
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Know digital prepress technology requirements</p> <ul style="list-style-type: none"> ◆ Understand digital file formats ◆ Know digital file checking software ◆ Know workings of digital page imposition software <p>5.2 Know digital output technology requirements</p> <ul style="list-style-type: none"> ◆ Know colour management for meeting digital output requirements ◆ Know CTP flow and technology ◆ Know quality control and inspection method in relation to digital flow <p>5.3 Execute digital file management</p> <ul style="list-style-type: none"> ◆ Execute digital file management according to set specifications and flow
6. Range	Execute examination of digital output file format and requirements on printable file, carry out page imposition software application, digital proofing, CTP and digital file management according to set requirements and perform related tasks in prepress department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to execute digital file management according to set specifications and flow and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has knowledge of digital file output.