

Overview

This Standard is about ensuring that completed work is made available in the formats required. This will apply to any work you produce that needs to be delivered to others in the workflow or to clients.

This Standard should apply to anyone who is involved with delivering completed work to format.

Deliver completed work to format

Performance criteria

You must be able to:

1. verify the expectations of clients and the requirements of end users using reliable sources
2. duplicate, log and make completed work available in all formats that clients require and end users will need
3. liaise with colleagues who can resolve problems when work is not available in required formats
4. make sure that copying into additional formats retains required quality
5. supply secure copies to each person or organisation in the formats they require
6. archive and log completed work in accordance with company procedures
7. check that material you supply is complete and functioning
8. verify that requirements of compliance have been met
9. include necessary and expected documentation for completed work
10. check with those to whom you provide copies that their requirements are met
11. maintain security for files and other materials in line with company requirements

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Knowledge and understanding

You need to know and understand:

1. how to identify the requirements of clients and those people and organisations that will receive completed work
2. formats used in completed work
3. requirements of file formats and file conversions and handling
4. impact of file formats and conversions on technical quality and standards of delivery
5. current viewing standards and current professional, national and international, standards of delivery and expressions of best practice for the range of platforms and content
6. procedures for converting formats
7. operation of copying equipment
8. documentation that should accompany delivered work
9. logging conventions
10. company systems for storage, back up and security
11. how to ensure the security of work
12. requirements of compliance and company procedures that must be met before delivering completed work

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