Australian Government

ICPSUP352 Plan operational processes

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and plan for new, or to modify existing, operational or production processes.

It applies to individuals who perform a range of defined tasks relating to the printing and graphic arts industry, and may also provide some leadership and guidance to others with some limited responsibility for the output of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify production requirements	1.1 Overall production schedule is examined to identify production requirements 1.2 Material requirements are identified according to production requirements 1.3 Current processes are identified in consultation with other staff
2. Review customer order specifications	2.1 Customer order specifications are obtained and examined 2.2 Supporting production data is examined 2.3 Production process to be used is determined based on information supplied in production plan
3. Determine process	3.1 Existing process operations are reviewed in consultation with

ELEMENT	PERFORMANCE CRITERIA
operations	management
	3.2 Existing problems are clarified with team and customers
	3.3 Work operations required are identified in consultation with team
	3.4 Suitable machinery or equipment is identified in consultation with team
	3.5 Cost and duration are estimated against production estimates
	3.6 Recommendations on possible solutions are made and documented
4. Determine production sequence	4.1 Steps required for the process are identified
	4.2 Material and equipment requirement lists are prepared and documented
	4.3 Quality assurance steps and specifications are identified
	4.4 Process steps are documented and clearly represented

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.3, 3.1-3.6, 4.1-4.3	• Recognises relevant text within job specifications, plans and production data
Writing	1.1-1.3, 3.1-3.6, 4.1-4.4	• Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	3.1-3.4	• Clearly explains requirements using language appropriate to audience and environment
Numeracy	3.5	• Uses basic mathematical calculations related to budget and workplace scheduling
Interact with others	3.2-3.4	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.2, 2.1, 2.3, 3.2, 3.6, 4.1, 4.2	• Plans and organises tasks required to achieve outcomes, including acquiring necessary resources and

		workplace scheduling
		• Takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP352 Plan operational processes	ICPSU352C Plan operational processes	Updated to meet Standards for Training Packages	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d