Australian Government

ICP40515 Certificate IV in Printing and Graphic Arts (Mail House)

Release 2

ICP40515 Certificate IV in Printing and Graphic Arts (Mail House)

Modification History

Release	Comments
Release 2	This version released with ICP Printing and Graphic Arts Training Package Version 2.0. Version created to update unit list
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Qualification Description

This qualification applies to individuals engaged in production coordination, scheduling and supervising in the mail house sector. They apply solutions to a defined range of problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Licensing/Regulatory Information
No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 25 units
4 core units, plus
21 elective units of which:

- 7 elective units must be from Group A
- 2 elective units must be from Group A or Group B
- 4 elective units must be from Group B
- 4 elective units must be from Group C
- the remaining 4 elective units may be selected from the remaining elective units, from other qualifications in this training package or any other endorsed training package, or from an accredited course at Certificate IV or Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core units
BSBSUS401 Implement and monitor environmentally sustainable work practices
ICPSUP216 Inspect quality against required standards
ICPSUP260 Maintain a safe work environment
ICPSUP262 Communicate in the workplace

Elective units
Group A
BSBCUS401 Coordinate implementation of customer service strategies
ICPCBF391 Use electronic monitoring systems (converting and finishing)
ICPKNW322 Develop knowledge of printing and graphic arts industry
ICPSUP202 Prepare, load and unload product on and off machine
ICPSUP203 Prepare and maintain the work area
ICPSUP243 Reconcile process outputs
ICPSUP282 Undertake basic machine maintenance
ICPSUP458* Monitor production workflow
ICPSUP482 Troubleshoot and optimise materials and machinery
ICPSUP487 Analyse manual handling processes
TLIA2041A Manually sort mail and parcels

Group B
BSBMGT402 Implement operational plan
BSBMGT403 Implement continuous improvement
BSBLDR403 Lead team effectiveness
BSBWOR404 Develop work priorities
ICPSUP464 Provide customer service and education
ICPSUP482 Troubleshoot and optimise materials and machinery
ICPSUP485 Implement a Just-in-Time system
TAEASS402A Assess competence
TAEDEL402A Plan, organise and facilitate learning in the workplace

Group C

BSBINN301 Promote innovation in a team environment
ICPCBF303 Run and monitor envelope manufacturing machines
ICPCBF341 Set up machine for complex sequenced or multiple folding
ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel)
ICPCBF391 Use electronic monitoring systems (converting and finishing)
ICPCBF392 Produce product on window gluer
ICPCBF393 Set up machine for envelope manufacture
ICPCBF395 Set up and operate folder gluer machine
ICPCBF396 Set up in-line scoring, folding and gluing machine for envelope manufacture
ICPCBF406 Set up and load in-line smart card machine
ICPPRP385 Operate a database for digital printing
ICPPRN382 Produce and manage complex digital print
ICPPRN384 Set up and produce basic digital print
ICPPRN496* Set up and produce complex digital print
ICPSUP342 Undertake inventory procedures
ICPSUP351 Undertake basic production scheduling
ICPSUP352 Plan operational processes
ICPSUP357 Apply quick changeover procedures
ICPSUP389 Undertake basic root cause analysis
MSS403010A Facilitate change in an organisation implementing competitive systems and practices
MSS403040A Facilitate and improve implementation of 5S
MSAENV472B Implement and monitor environmentally sustainable work practices
MSAPMSUP390A Use structured problem solving tools

*Note the following prerequisite unit requirements:

Unit in this qualification	Prerequisite unit
ICPPRN496 Set up and produce complex digital print	ICPPRN384 Set up and produce basic digital print
ICPSUP458 Monitor production workflow	ICPSUP216 Inspect quality against required standards

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICP40515 Certificate IV in Printing and Graphic Arts (Mail House) Release 2	ICP40515 Certificate IV in Printing and Graphic Arts (Mail House) Release 1	Updated unit list	Equivalent qualification

Links

Companion volumes are available from the IBSA website:
http://www.ibsa.org.au/companion_volumes -
http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=17