ICPSUP2030 Prepare and maintain the work area

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 4.0.

Application

This unit describes the skills and knowledge required to undertake basic housekeeping functions in the workplace and prepare and maintain a work area according to work health and safety (WHS) and enterprise procedures.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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. Clean work area	1.1 Identify and confirm requirements for cleaning duties
	1.2 Select and use personal protective equipment (PPE) according to WHS requirements and enterprise procedures
	1.3 Determine and prepare cleaning equipment, chemicals and detergents for specific tasks to manufacturer specifications and WHS requirements
	1.4 Carry out cleaning according to WHS requirements and enterprise requirements
2. Maintain work area	2.1 Confirm and organise tasks according to enterprise procedures
	2.2 Identify, store and maintain tools and equipment according to manufacturer specifications and operator safety requirements

ELEMENT	PERFORMANCE CRITERIA
	2.3 Load and unload required materials and equipment according to materials handling and WHS requirements
	2.4 Dispose of waste according to WHS requirements and enterprise procedures
3. Restore work area to required condition	3.1 Clean work area following work activity according to WHS requirements and enterprise procedures
	3.2 Dispose of cleaning materials according to WHS and environmental requirements and enterprise procedures
	3.3 Confirm work area meets enterprise requirements
4. Retrieve and store materials	4.1 Retrieve artwork, information, used plates and film following inventory control procedures and enterprise requirements
	4.2 Store artwork and other materials according to enterprise procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Interprets text information from a range of sources to determine job requirements
Numeracy	• Uses simple mathematical techniques to calculate weights of materials
Initiative and enterprise	• Follows clear, step-by-step instructions or procedures to address a small set of identified, routine problems directly relevant to own role • Takes responsibility for routine low-impact decisions in familiar situations

Unit Mapping Information

Supersedes and is equivalent to ICPSUP203 Prepare and maintain the work area.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d