



Australian Government

Assessment Requirements for ICPSUP351 Undertake basic production scheduling

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.

Performance Evidence

Evidence of the ability to:

- effectively schedule production for a small unit in pre-press, printing, screen printing, converting or finishing according to enterprise procedures
- produce a portfolio that documents ONE month's scheduling activities and covers identifying production requirements and capacities, preparing a production schedule and monitoring production.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Production requirements and capacities

- describe the relationship between job requirements and production processes
- list and describe special production requirements and possible problems that special requirements may cause
- outline criteria used to determine availability of machines, materials and labour
- explain work health and safety (WHS) concerns to consider when planning production

Checking stock levels

- explain how stock levels are checked
- identify information to obtain from outside suppliers that will allow job priorities to be established
- describe the system used to select suppliers

Preparation and documentation of the production schedule

- explain how to determine production workflow

- identify the system used to work out job priorities
- describe the purpose of documenting production workflow
- explain how to communicate schedules to the workforce

Revising schedules

- outline how to monitor and amend production schedules
- describe the factors to consider if a production schedule is being revised.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>