



**Australian Government**

# **ICPSUP351 Undertake basic production scheduling**

**Release: 1**

## ICPSUP351 Undertake basic production scheduling

### 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 schedule production for a small work unit.

It applies to individuals who perform a range of defined tasks relating to pre-press, printing, screen printing, converting or finishing. They 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify production requirements and capacities	1.1 Printing, converting and finishing production data is identified 1.2 Inventory capacities and requirements are identified 1.3 Procurement and supply requirements and constraints are identified 1.4 Production capacity for the workgroup is identified 1.5 Production constraints for the workgroup are identified 1.6 Standard times for the workgroup are identified
2. Prepare production schedule for small work unit	2.1 Scheduling is done in conjunction with overall scheduling of other units and processes 2.2 Production schedule is prepared according to production,

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	inventory, procurements, time constraints and supply capacities and requirements 2.3 Schedule is documented according to enterprise procedures 2.4 Schedule is modified as required
3. Monitor production	3.1 Production is monitored 3.2 Any necessary changes in scheduling, and reasons for this, are reported according to enterprise procedures

## Foundation Skills

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

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1-1.3	<ul style="list-style-type: none"> <li>Recognises text within job specifications and follows written instructions</li> </ul>
Writing	2.1-2.4, 3.2	<ul style="list-style-type: none"> <li>Uses clear, specific and industry related terminology to complete and update workplace documentation</li> </ul>
Numeracy	1.2, 1.4, 1.6	<ul style="list-style-type: none"> <li>Uses simple mathematical calculations and arranges numerical information sequentially</li> </ul>
Navigate the world of work	2.3, 3.2	<ul style="list-style-type: none"> <li>Takes personal responsibility for adherence to enterprise policies procedures and standards</li> </ul>
Get the work done	1.1-1.6, 2.1, 2.2, 3.1	<ul style="list-style-type: none"> <li>Takes responsibility for planning, organising and implementing tasks to achieve required outcomes, taking a range of factors into consideration</li> <li>Monitors outcomes of plans to inform decisions about possible changes</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
ICPSUP351	ICPSU351C Undertake	Updated to meet	Equivalent unit

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
Undertake basic production scheduling	basic production scheduling	Standards for Training Packages	

## Links

Companion Volume implementation guides are found in VETNet -

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