



**Australian Government**

# **Assessment Requirements for ICPSUP455**

## **Supervise and schedule work of others**

**Release: 1**

# Assessment Requirements for ICPSUP455 Supervise and schedule work of others

## 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 and supervise a team or individuals
  - create a portfolio of documents showing:
    - planning, implementing and monitoring schedules
    - monitoring and reporting on the performance of others
    - providing support and feedback on performance to others
    - determining safety requirements in the work area
  - monitoring work health and safety and environmental standards. (Suitable documents for the portfolio include rosters, schedules, quality-related documentation and testimonials from superiors and workers being supervised.)

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:

WHS standards

- explain who is responsible for work health and safety (WHS) standards in the workplace
- explain reporting procedures for WHS incidents

Planning and implementing work schedules

- explain how priority of jobs is determined
- describe work scheduling procedures used within the organisation
- explain why changes to scheduling might be needed

Standards monitoring

- outline information reported in performance monitoring

- identify who is responsible for providing instruction to achieve the required standard

#### Staff and workforce development

- describe how often teams or individuals should be monitored on performance
- outline changes that can be made to enhance individual performance
- outline changes that can be made to enhance team performance
- list advantages of providing written reports to management.

## 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 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>