



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICP21010 Certificate II in Printing and Graphic Arts (Mail House)**

**Release: 2**

## ICP21010 Certificate II in Printing and Graphic Arts (Mail House)

### Modification History

Release	Comments
Release 2	<p>This version released with <i>ICP10 Printing and Graphic Arts Training Package version 2.0</i>.</p> <p>Imported elective units updated with the most current equivalent.</p>
Release 1	<p>This Qualification first released with <i>ICP10 Printing and Graphic Arts Training Package version 1.0</i>.</p>

### Description

This qualification applies to individuals who perform a range of mainly routine tasks in the mail house sector of the printing and graphic arts industry. They generally work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context.

#### Job Roles

- Mail house operators.
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### Pathways Information

#### Pathways into the qualification

Candidates may enter the qualification with limited or no vocational experience and without a relevant lower level qualification.

#### Pathways from the qualification

At the completion of this qualification candidates could choose to enter a:

- ICP31010 Certificate III in Printing and Graphic Arts (Mail House).

## **Licensing/Regulatory Information**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

There are no entry requirements for this qualification.

## Employability Skills Summary

*The following table contains a summary of the Employability Skills required for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.*

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"><li>• checking and confirming inserts for mail against job specifications</li><li>• documenting consumables used when maintaining small machines for reordering purposes</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• notifying the supervisor if there are discrepancies or if the job does not reconcile</li><li>• working with printers to get sign off before commencement of inserting into envelopes</li></ul>
Problem solving	<ul style="list-style-type: none"><li>• identifying and rectifying production faults for in-line mail machinery</li><li>• identifying, separating and reprocessing mail that is damaged, underpaid or non-conforming</li><li>• using root cause analysis of problems to determine the cause</li></ul>
Initiative and enterprise	<ul style="list-style-type: none"><li>• identifying a range of causes and solutions for problems</li><li>• identifying improvements to own work plan</li></ul>
Planning and organising	<ul style="list-style-type: none"><li>• accurately and efficiently organising mail and parcels into groups</li><li>• organising appropriate equipment for transferring materials</li><li>• selecting tools and planning for basic machine maintenance</li></ul>
Self-management	<ul style="list-style-type: none"><li>• confirming own and team work priorities</li><li>• following legal requirements and workplace policy and procedures in relation to the security of mail</li><li>• seeking assistance to determine the root cause of problems</li></ul>
Learning	<ul style="list-style-type: none"><li>• contacting the supervisor when quality standards are not met</li><li>• giving and following simple routine instructions</li></ul>
Technology	<ul style="list-style-type: none"><li>• using barcode equipment to reconcile outputs</li><li>• using computerised control, monitoring and data entry systems</li></ul>

## Packaging Rules

**Total number of units = 15 units**

**4 core units *plus***

**5 elective units from Group A *plus***

**6 elective units from Group B.**

Up to **2 elective units** from Group A can be substituted with Group B elective units listed below.

**4 elective units** must be selected from the Group B elective units listed below.

Up to **3 Group B elective units** may be selected from the remaining elective units or from qualifications at the same level or one level higher, in this Training Package or any other endorsed Training Package or accredited course.

Elective units must be relevant to the qualification level, job role, work outcome and industry requirements. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

### Core Units

BSBSUS201A Participate in environmentally sustainable work practices

ICPSU216C Inspect quality against required standards

ICPSU260C Maintain a safe work environment

ICPSU262C Communicate in the workplace

### Group A Elective Units

ICPCF202C Handline mail

ICPSU202C Prepare, load and unload product on and off machine

ICPSU203C Prepare and maintain the work area

ICPSU224C Perform basic machine maintenance

ICPSU225C Perform small machine maintenance

ICPSU243C Reconcile process outputs

TLIA4107A Manually sort mail and parcels

### Group B Elective Units

ICPCF105C Operate in-line mail machine

ICPCF203C Collate and insert mail manually

ICPCF204C Operate addressing machine

ICPCF208C Set up and operate a cheque mailer machine

ICPCF223C Set up machine for cutting (trimming)

ICPCF224C Produce cut (trimmed) product

ICPCF225C Set up machine for basic flat-bed die cutting or embossing

ICPCF231C Set up machine for basic flat-bed cutting

ICPCF232C Produce basic flat-bed cut product

ICPCF245C Set up and produce hand-collated or inserted product  
ICPPR282C Produce and manage basic digital print  
ICPSU120C Pack product  
ICPSU235C Lift loads mechanically  
ICPSU236C Shift loads mechanically  
ICPSU261C Follow OHS practices and identify environmental hazards  
ICPSU280C Enter data into an electronic system  
MSACMC210A Manage the impact of change on own work  
MSACMS200A Apply competitive manufacturing practices  
MSACMS201A Sustain process improvements  
MSACMT230A Apply cost factors to work practices  
MSACMT240A Apply 5S procedures in a manufacturing environment  
MSACMT280A Undertake root cause analysis  
TLIA2043A Consolidate mail  
TLIA2047A Stream mail  
TLIW3006A Operate computerised mail and parcels sorting equipment