Australian Government

Department of Education, Employment and Workplace Relations

ICP30712 Certificate III in Printing and Graphic Arts (Print Finishing)

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICP30712 Certificate III in Printing and Graphic Arts (Print Finishing)

Modification History

Release	Comments
Release 1	This Qualification first released with *ICP10 Printing and Graphic Arts Training Package version 2.0.* Core unit 'BSBSUS301A Implement and monitor environmentally sustainable work practices' replaced with 'BSBSUS201A Participate in environmentally sustainable work practices', and native and imported units updated. Replaces 0 Certificate III in Printing and Graphic Arts (Print Finishing).

Description

This qualification applies to individuals working as a binder and finisher in the printing and graphic arts industry. Binders and finishers assemble, bind and cover books, other publications and printed products by hand or machine. They are responsible for post-press and finishing stages of the print process and apply solutions to a defined range of unpredictable problems and may provide leadership and guidance to others with some limited responsibility for the output of others.

Job Roles

- Binder and finisher

Pathways Information

Pathways into the qualification

Candidates may enter the qualification with limited or no vocational experience and without a relevant lower level qualification. However, the preferred pathway for candidates entering this qualification is one of the following qualifications:

- ICP20110 Certificate II in Printing and Graphic Arts (General)
- ICP20410 Certificate II in Printing and Graphic Arts (Print Production Support)
- ICP20610 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing).

Pathways from the qualification

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

- ICP40410 Certificate IV in Printing and Graphic Arts (Print Finishing)
- ICP40610 Certificate IV in Printing and Graphic Arts (Management/Sales)
- ICP40710 Certificate IV in Printing and Graphic Arts (Process Leadership).

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	• liaising with clients to maintain and adjust production • reading and interpreting job specifications from job documentation or the production control system • using printing industry terminology and vocabulary correctly and accurately
Teamwork	• operating and shutting down production processes in association with fellow workers
Problem solving	• identifying defects, irregularities and discrepancies and taking action to rectify them • monitoring production quality and making minor adjustments to processes
Initiative and enterprise	• anticipating and rectifying production problems • making recommendations on possible solutions when planning finishing operations • monitoring trends in the printing industry to inform personal work practices
Planning and organising	• accessing data about machine capabilities, production processes and customer needs and using them in the planning process • checking the availability of job components and planning set-up of machines
Self-management	• following procedures and using personal protective equipment correctly
Learning	• giving and following simple routine instructions
Technology	• using computerised control, monitoring and data entry systems • using information technology, such as computer hardware and software to access data from files

Packaging Rules

Total number of units = 21 units
4 core units *plus*
8 elective units from Group A *plus*
9 elective units from Group B.

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

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

Up to **2 Group B elective units** may be selected from the remaining elective units or from qualifications at the same qualification 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

ICPKN313C Apply knowledge and requirements of the converting, binding and finishing sector
ICPSU202C Prepare, load and unload product on and off machine
ICPSU203C Prepare and maintain the work area
ICPSU207C Prepare machine for operation (basic)
ICPSU208C Operate and monitor machines (basic)
ICPSU224C Perform basic machine maintenance
ICPSU323C Dispose of waste
ICPSU351C Undertake basic production scheduling
ICPSU352C Plan operational processes

Group B Elective Units

ICPCF221C Set up and produce basic guillotine product
ICPCF241C Set up machine for basic single or continuous folding
ICPCF242C Produce basic single or continuous folded product
ICPCF243C Set up machine for basic collating or inserting (sheet/section)
ICPCF244C Produce basic collated (sheet/section) product
ICPCF311C Prepare for cutting forme and stripper making

ICPCF312C Set cutting forme and strippers
ICPCF320C Produce complex converted or finished product
ICPCF321C Set up and produce complex guillotined product
ICPCF326C Undertake pre make-ready for die cutting
ICPCF327C Set up machine for complex rotary die cutting or embossing
ICPCF341C Set up machine for complex sequenced or multiple folding
ICPCF342C Produce complex sequenced or multiple folded product
ICPCF343C Set up machine for complex collating or inserting (sheet/section/reel)
ICPCF344C Produce complex collated or inserted (sheet/section/reel) product
ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening
ICPCF362C Produce complex adhesive, mechanical or sewn fastened product
ICPCF369C Set up and produce hand-made box
ICPCF371C Decorate paper
ICPCF381C Set up machine for complex laminating
ICPCF382C Produce complex laminated product
ICPCF391C Use electronic monitoring systems (converting and finishing)
ICPCF392C Produce product on window gluer
ICPCF393C Set up machine for envelope manufacture
ICPCF395C Set up and operate folder gluer machine
ICPCF396C Set up in-line scoring, folding and gluing machine for envelope manufacture
ICPCF3103C Run and monitor envelope manufacturing machines
ICPCF3105C Produce single-faced web
ICPCF3107C Produce double-faced web
ICPCF465C Set up and produce hand bound book
ICPPR261C Set up for foil stamping
ICPPR262C Produce foil stamped product
ICPPR271C Set up for basic coating
ICPPR272C Produce basic coated product
ICPPR282C Produce and manage basic digital print
ICPPR382C Produce and manage complex digital print
ICPSU263C Perform basic industry calculations
ICPSU321C Pack and dispatch (advanced)
ICPSU342C Undertake inventory procedures
ICPSU345C Purchase materials and schedule deliveries
ICPSU351C Undertake basic production scheduling
ICPSU357C Apply quick changeover procedures
ICPSU362C Communicate as part of a work team
ICPSU554C Manage teams
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
MSAENV272B Participate in environmentally sustainable work practices
MSAPMSUP390A Use structured problem solving tools