



Australian Government

Department of Education, Employment and Workplace Relations

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

Revision Number: 1

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

Modification History

Not applicable.

Description

Descriptor

This qualification applies to individuals engaged in mail management services, such as direct marketing and transactional mailing. They are responsible for the preparation, set-up, monitoring and operation of various mailing house machinery and equipment. This qualification is focused on the skills required and applied in the set-up and operation of intelligent collating system used in the bulk mail distribution sector of the print industry. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job Roles

Mail processor
Team leader

Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

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

Pathways from the qualification

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

- ICP40510 Certificate IV in Printing and Graphic Arts (Mail House)
- ICP40610 Certificate IV in Printing and Graphic Arts (Management/Sales)
- ICP40710 Certificate IV in Printing and Graphic Arts (Process Leadership).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

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

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

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

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"> • consulting with customers about identification of requirements when scheduling deliveries • documenting consumables used when maintaining small machines for reordering purposes • reading and interpreting job requirements
Teamwork	<ul style="list-style-type: none"> • notifying the supervisor if there are discrepancies or if the job does not reconcile • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • identifying, separating and reprocessing mail that is damaged, underpaid or non-conforming • monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none"> • identifying improvements to own work plan • negotiating solutions to allow implementation of process improvements
Planning and organising	<ul style="list-style-type: none"> • accurately and efficiently organising mail and parcels into groups • organising appropriate equipment for transferring materials • selecting tools and planning for basic machine maintenance
Self-management	<ul style="list-style-type: none"> • confirming own and team work priorities • following legal requirements and workplace policy and procedures in relation to the security of mail • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions • providing one-to-one instruction about processes and set-up and operation of equipment and machinery
Technology	<ul style="list-style-type: none"> • using information technology, such as computer hardware and software to access data from files • using barcode equipment to reconcile outputs • using computerised control, monitoring and data entry systems

Packaging Rules

Packaging Rules

Total number of units = 19 units

4 core units, plus

8 elective units from Group A, plus

7 elective units from Group B.

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

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

Up to **4 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

BSBSUS301A Implement and monitor 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

ICPSU225C Perform small machine maintenance **OR**

ICPSU224C Perform basic machine maintenance

Packaging Rules	
ICPSU243C	Reconcile process outputs
ICPSU351C	Undertake basic production scheduling
ICPSU352C	Plan operational processes
ICPSU362C	Work team communication
TLIA4107B	Manually sort mail and parcels
Group B Elective Units	
ICAB4135B	Create a simple mark-up language document to specification
ICPCF294C	Set up profile cutting for envelope manufacture
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
ICPCF396C	Set up in-line scoring, folding and gluing machine for envelope manufacture
ICPCF3103C	Run and monitor envelope manufacturing machines
ICPCF406C	Set up and load in-line smart card machine
ICPCF407C	Operate a smart card machine and pack product
ICPPP385C	Operate a database for digital printing
ICPPR393A	Set up for basic relief printing
ICPPR282C	Produce and manage basic digital print
ICPPR288A	Produce basic relief printed product
ICPPR383C	Prepare for personalised digital printing
ICPPR384A	Set up and produce basic digital print
ICPPR484C	Prepare for variable data printing
ICPSU211C	Prepare ink and additives
ICPSU212C	Prepare coatings, adhesives
ICPSU235C	Lift loads mechanically
ICPSU236C	Shift loads mechanically
ICPSU271C	Provide basic instruction for a task
ICPSU321C	Pack and dispatch (advanced)
ICPSU342C	Undertake inventory procedures
ICPSU345C	Purchase materials and schedule deliveries

Packaging Rules

ICPSU381C	Operate and maintain computer resources
ICPSU487C	Analyse manual handling processes
ICPSU488C	Ensure process improvements are sustained
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
MSAENV272A	Participate in environmentally sustainable work practices
MSAPMSUP390A	Use structured problem solving tools