



Australian Government
Department of Education, Employment
and Workplace Relations



ICP05 Printing and Graphic Arts Training Package

Volume 1 of 6

Version Number: 2
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ICP05 Printing and Graphic Arts Training Package

Introduction, Assessment Guidelines and Qualifications.

This document contains part of the endorsed components of the Training Package. It should not be used in isolation but must be used in the context of the whole endorsed Training Package.

Volume 1 of 6 Printing and Graphic Arts Training Package (Volume 1 - Introduction, Assessment Guidelines and Qualifications)

Vol 2 of 6 Support and Pre-press Units of Competency

Vol 3 of 6 Multimedia and Printing Units of Competency

Vol 4 of 6 Converting, Binding and Finishing Units of Competency

Vol 5 of 6 Screen Printing, Ink Manufacture and Holistic Knowledge Units of Competency

Vol 6 of 6 Imported Units of Competency

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Endorsed: 22 July 2005

ICP05 - Printing and Graphic Arts Training Package

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Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 2 - check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact Innovation and Business Industry Skills Council at <http://www.ibsa.org.au> to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Packages national code (which remains the same during its period of endorsement).

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release Date	Comments
2	To be provided	<p>The following has been changed in 274 units:</p> <ul style="list-style-type: none"> • Employability skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. • Unit reformatted into latest template requirements; Skills and Knowledge improved. <p>Category 1 changes made throughout the Training Package to correct typographical, grammatical and minor formatting errors.</p>
1	30/09/2005	Primary release. ICP05 Printing and Graphic Arts Training Package replaces ICP99 Printing and Graphic Arts Training Package.

Summary of AQF qualifications in this Training Package

Code	Title
ICP20105	Certificate II in Printing and Graphic Arts (General)
ICP20205	Certificate II in Printing and Graphic Arts (Desktop Publishing)
ICP20305	Certificate II in Printing and Graphic Arts (Instant Print)
ICP20405	Certificate II in Printing and Graphic Arts (Print Production Support)
ICP20505	Certificate II in Printing and Graphic Arts (Screen Printing)
ICP20605	Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)
ICP20705	Certificate II in Printing and Graphic Arts (Sacks and Bags)
ICP20805	Certificate II in Printing and Graphic Arts (Cartons)
ICP20905	Certificate II in Printing and Graphic Arts (Corrugating)
ICP21005	Certificate II in Printing and Graphic Arts (Mail House)
ICP21105	Certificate II in Printing and Graphic Arts (Ink Manufacture)
ICP30105	Certificate III in Printing and Graphic Arts (Graphic Design Production)
ICP30205	Certificate III in Printing and Graphic Arts (Graphic Pre-press)
ICP30305	Certificate III in Printing and Graphic Arts (Multimedia)
ICP30405	Certificate III in Printing and Graphic Arts (Instant Print)
ICP30505	Certificate III in Printing and Graphic Arts (Printing)
ICP30605	Certificate III in Printing and Graphic Arts (Screen Printing)
ICP30705	Certificate III in Printing and Graphic Arts (Print Finishing)
ICP30805	Certificate III in Printing and Graphic Arts (Sacks and Bags)
ICP30905	Certificate III in Printing and Graphic Arts (Cartons and Corrugating)
ICP31005	Certificate III in Printing and Graphic Arts (Mail House)
ICP31105	Certificate III in Printing and Graphic Arts (Ink Manufacture)
ICP40105	Certificate IV in Printing and Graphic Arts (Graphic Pre-press)
ICP40205	Certificate IV in Printing and Graphic Arts (Multimedia)
ICP40305	Certificate IV in Printing and Graphic Arts (Printing)
ICP40405	Certificate IV in Printing and Graphic Arts (Print Finishing)
ICP40505	Certificate IV in Printing and Graphic Arts (Mail House)

Code	Title
ICP40705	Certificate IV in Printing and Graphic Arts (Management / Sales)
ICP40805	Certificate IV in Printing and Graphic Arts (Process Leadership)
ICP50105	Diploma of Printing and Graphic Arts (Digital Production)
ICP50205	Diploma of Printing and Graphic Arts (Multimedia)
ICP50305	Diploma of Printing and Graphic Arts (Printing)
ICP50405	Diploma of Printing and Graphic Arts (Management / Sales)
ICP50505	Diploma of Printing and Graphic Arts (Process Improvement)

Units of competency in this Training Package and their prerequisites

Code	Title	Prerequisite
ICPCF105B	Operate in-line mail machine	None
ICPCF202B	Handline mail	None
ICPCF203B	Collate and insert mail manually	None
ICPCF204B	Operate addressing machine	None
ICPCF208B	Set up and operate a cheque mailer machine	None
ICPCF209B	Set up and operate in-line mail machine	None
ICPCF2101B	Set up and run machine for sewing	None
ICPCF2104B	Set up single-faced web	None
ICPCF2106B	Set up double-faced web	None
ICPCF2108B	Produce basic folded and glued cartons	None
ICPCF220B	Produce basic converted or finished product	None
ICPCF221B	Set up and produce basic guillotined product	None
ICPCF222B	Set up and operate in-line cutter	None
ICPCF223B	Set up machine for cutting (trimming)	None
ICPCF224B	Produce cut (trimmed) product	None
ICPCF225B	Set up machine for basic flat-bed die cutting or embossing	None
ICPCF226B	Produce basic flat-bed die cut or embossed product	None
ICPCF227B	Set up machine for basic rotary die cutting or embossing	None
ICPCF228B	Produce basic rotary die cut or embossed product	None
ICPCF231B	Set up machine for basic flat-bed cutting	None
ICPCF232B	Produce basic flat-bed cut product	None
ICPCF235B	Set up machine for basic rotary cutting	None
ICPCF236B	Produce basic rotary cut product	None
ICPCF241B	Set up machine for basic single or continuous folding	None
ICPCF242B	Produce basic single or continuous folded product	None
ICPCF243B	Set up machine for basic collating or inserting (sheet / section)	None

Code	Title	Prerequisite
ICPCF244B	Produce basic collated or inserted (sheet / section) product	None
ICPCF245B	Set up and produce hand-collated or -inserted product	None
ICPCF261B	Set up machine for basic adhesive, mechanical or thermal fastening	None
ICPCF262B	Produce basic adhesive, mechanical or thermal fastened product	None
ICPCF263B	Set up and produce hand-fastened product	None
ICPCF281B	Set up machine for basic laminating	None
ICPCF282B	Produce basic laminated product	None
ICPCF294B	Set up profile cutting for envelope manufacture	None
ICPCF297B	Clean sack and bag machines	None
ICPCF298B	Run and monitor sack and bag machines	None
ICPCF3100B	Run and monitor in-line tube making machine for sack or bag manufacture	ICPCF298B
ICPCF3101B	Run and monitor in-line bottom making machine for sack or bag manufacture	ICPCF298B
ICPCF3102B	Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture	ICPCF298B
ICPCF3103B	Run and monitor envelope manufacturing machines	None
ICPCF3105B	Produce single-faced web	None
ICPCF3106B	Set up machine for basic carton folding and gluing	None
ICPCF3107B	Produce double-faced web	None
ICPCF3109B	Produce complex folded and glued cartons	None
ICPCF311B	Prepare for cutting forme and stripper making	None
ICPCF312B	Set cutting forme and strippers	None
ICPCF320B	Produce complex converted or finished product	None
ICPCF321B	Set up and produce complex guillotined product	None
ICPCF326B	Undertake pre make-ready for die cutting	None
ICPCF327B	Set up machine for complex rotary die cutting or embossing	None

Code	Title	Prerequisite
ICPCF328B	Produce complex rotary die cut or embossed product	None
ICPCF341B	Set up machine for complex sequenced or multiple folding	None
ICPCF342B	Produce complex sequenced or multiple folded product	None
ICPCF343B	Set up machine for complex collating or inserting (sheet / section / reel)	None
ICPCF344B	Produce complex collated or inserted (sheet / section / reel) product	None
ICPCF361B	Set up machine for complex adhesive, mechanical or sewn fastening	None
ICPCF362B	Produce complex adhesive, mechanical or sewn fastened product	None
ICPCF369B	Set up and produce hand-made box	None
ICPCF371B	Decorate paper	None
ICPCF381B	Set up machine for complex laminating	None
ICPCF382B	Produce complex laminated product	None
ICPCF391B	Use electronic monitoring systems (converting and finishing)	None
ICPCF392B	Produce product on window gluer	None
ICPCF393B	Set up machine for envelope manufacture	None
ICPCF395B	Set up and operate folder gluer machine	None
ICPCF396B	Set up in-line scoring, folding and gluing machine for envelope manufacture	None
ICPCF398B	Set up in-line bottom making machine for sack or bag manufacture	ICPCF298B
ICPCF399B	Set up in-line tube making machine for sack or bag manufacture	ICPCF298B
ICPCF406B	Set up and load in-line smart card machine	None
ICPCF407B	Operate a smart card machine and pack product	None
ICPCF4107B	Set up machine for complex carton folding and gluing	None
ICPCF425B	Set up machine for complex flat-bed die cutting or embossing	None

Code	Title	Prerequisite
ICPCF426B	Produce complex flat-bed die cut or embossed product	None
ICPCF465B	Set up and produce hand-bound book	None
ICPCF467B	Restore books	None
ICPIM211B	Select and prepare materials for production	None
ICPIM221B	Blend chemicals	None
ICPIM251B	Filter and pack product	None
ICPIM331B	Manufacture inks and coatings	None
ICPIM335B	Manufacture varnish and resin	None
ICPKN311B	Apply knowledge of the graphic pre-press sector	None
ICPKN312B	Apply knowledge of printing machining	None
ICPKN313B	Apply knowledge and requirements of the converting, binding and finishing sector	None
ICPKN314B	Apply knowledge and requirements of the screen printing sector	None
ICPKN315B	Apply knowledge and requirements of the multimedia sector	None
ICPKN316B	Apply knowledge and requirements of paper and printing processes	None
ICPKN317B	Apply knowledge and requirements of the ink manufacturing sector	None
ICPKN318B	Apply knowledge and requirements of mail house operations	None
ICPKN319B	Apply knowledge and processes of converting paper-based products	None
ICPKN320B	Apply knowledge and requirements of information technology systems in the printing industry	None
ICPMM263B	Access and use the Internet	None
ICPMM296B	Create and test a CD-ROM / DVD	None
ICPMM321B	Capture a digital image	None
ICPMM322B	Edit a digital image	None

Code	Title	Prerequisite
ICPMM344B	Manipulate and incorporate audio into multimedia presentations	None
ICPMM346B	Incorporate video into multimedia presentations	None
ICPMM491B	Create an extensible document	ICAB4135B
ICPMM492B	Create an extensible style sheet	ICAB4135B
ICPMM581B	Manage multimedia production	None
ICPMM582B	Manage multimedia projects	None
ICPPP211B	Develop a basic design concept	None
ICPPP221B	Select and apply type	None
ICPPP222B	Scan a line image	None
ICPPP223B	Photograph a line image	None
ICPPP224B	Produce pages using a page layout application	None
ICPPP225B	Produce graphics using a graphics application	None
ICPPP226B	Produce interactive PDF files	None
ICPPP227B	Produce online PDF files	None
ICPPP231B	Manually combine spot colour and basic four-colour images	None
ICPPP232B	Electronically combine and assemble data	None
ICPPP252B	Output images	None
ICPPP260B	Proof images	None
ICPPP266B	Produce relief plates	None
ICPPP267B	Produce offset lithographic plates	None
ICPPP268B	Make photopolymer plates (flexographic)	None
ICPPP269B	Produce photopolymer plates for pad printing	None
ICPPP272B	Produce gravure cylinders manually	None
ICPPP281B	Design basic carton	None
ICPPP283B	Prepare artwork for screen printing	None
ICPPP311B	Develop a detailed design concept	ICPPP211B

Code	Title	Prerequisite
ICPPP321B	Produce a typographic image	ICPPP221B
ICPPP322B	Digitise images for reproduction	None
ICPPP323B	Photograph and produce halftone images	None
ICPPP324B	Create pages using a page layout application	ICPPP224B
ICPPP325B	Create graphics using a graphics application	ICPPP225B
ICPPP328B	Generate high-end PDF files	(ICPPP226B OR ICPPP227B)
ICPPP331B	Manually combine complex four-colour images	None
ICPPP333B	Electronically combine complex images	None
ICPPP334B	Prepare an imposition format for printing processes	None
ICPPP352B	Output complex images	None
ICPPP360B	Undertake special colour proofing	None
ICPPP370B	Produce multiple image plates	None
ICPPP372B	Produce gravure cylinders electronically	None
ICPPP382B	Produce computer image for screen printing	None
ICPPP385B	Operate a database for digital printing	None
ICPPP386B	Undertake digital proofing	None
ICPPP395B	Transfer digital files	None
ICPPP411B	Undertake a complex design brief	ICPPP311B
ICPPP421B	Compose and evaluate typography	ICPPP221B
ICPPP422B	Digitise complex images for reproduction	None
ICPPP423B	Apply colour to design brief	None
ICPPP430B	Manage colour	None
ICPPP435B	Generate complex imposition	None
ICPPP452B	Output complex images direct to plate or press	ICPPP352B
ICPPP481B	Design complex carton	None
ICPPP484B	Set up and operate automated workflow	None

Code	Title	Prerequisite
ICPPP485B	Develop a digital data template	ICPPP385B
ICPPP494B	Develop document content and structure	ICPPP328B
ICPPR211B	Mount and proof flexographic plates for basic printing	None
ICPPR214B	Produce basic flexographic printed product	None
ICPPR222B	Produce basic gravure printed product	None
ICPPR232B	Produce basic lithographic printed product	None
ICPPR242B	Produce basic pad printed product	None
ICPPR252B	Produce basic relief printed product	None
ICPPR261B	Set up for foil stamping	None
ICPPR262B	Produce foil stamped product	None
ICPPR271B	Set up for basic coating	None
ICPPR272B	Produce basic coated product	None
ICPPR281B	Set up and produce basic digital print	None
ICPPR282B	Produce and manage basic digital print	None
ICPPR313B	Set up for basic flexographic printing	None
ICPPR314B	Produce complex flexographic printed product	None
ICPPR321B	Set up for basic gravure printing	None
ICPPR322B	Produce complex gravure printed product	None
ICPPR331B	Set up for basic lithographic printing	None
ICPPR332B	Produce complex lithographic printed product	None
ICPPR341B	Set up for basic pad printing	None
ICPPR342B	Produce complex pad printed product	None
ICPPR351B	Set up for basic relief printing	None
ICPPR352B	Produce complex relief printed product	None
ICPPR382B	Produce and manage complex digital print	None
ICPPR383B	Prepare for personalised digital printing	None
ICPPR411B	Mount and demount flexographic plates for complex printing	None

Code	Title	Prerequisite
ICPPR413B	Set up for complex flexographic printing	None
ICPPR414B	Produce specialised flexographic printed product	None
ICPPR421B	Set up for complex gravure printing	None
ICPPR422B	Produce specialised gravure printed product	None
ICPPR431B	Set up for complex lithographic printing	None
ICPPR432B	Produce specialised lithographic printed product	None
ICPPR441B	Set up for complex pad printing	None
ICPPR442B	Produce specialised pad printed product	None
ICPPR451B	Set up for complex relief printing	None
ICPPR452B	Produce specialised relief printed product	None
ICPPR471B	Set up for complex coating	None
ICPPR472B	Produce complex coated product	None
ICPPR481B	Set up and produce complex digital print	None
ICPPR484B	Prepare for variable data printing	None
ICPPR491B	Use on-press monitoring of print quality	None
ICPPR492B	Use on-press print control devices	None
ICPPR493B	Set up and monitor in-line printing operations	None
ICPPR513B	Set up for specialised flexographic printing	None
ICPPR521B	Set up for specialised gravure printing	None
ICPPR531B	Set up for specialised lithographic printing	None
ICPPR541B	Set up for specialised pad printing	None
ICPPR551B	Set up for specialised relief printing	None
ICPSP211B	Reclaim screen automatically	None
ICPSP215B	Prepare screen	None
ICPSP221B	Prepare substrate	None
ICPSP222B	Prepare and cut screen print substrate	None
ICPSP223B	Prepare film for screen printing	None

Code	Title	Prerequisite
ICPSP231B	Prepare stencil using computer or hand-cut method	None
ICPSP233B	Manually prepare direct emulsion stencil	None
ICPSP235B	Prepare stencil using photographic indirect method	None
ICPSP270B	Manually prepare and produce screen prints	None
ICPSP271B	Manually produce basic screen prints	None
ICPSP273B	Semi-automatically produce basic screen prints	None
ICPSP275B	Automatically produce basic screen prints	None
ICPSP281B	Finish screen print products	None
ICPSP311B	Reclaim screen manually	None
ICPSP333B	Automatically prepare direct emulsion stencil	None
ICPSP337B	Prepare stencil using photographic capillary method	None
ICPSP339B	Prepare stencil using direct projection method	None
ICPSP341B	Prepare stencil using direct electronic imaging method	None
ICPSP351B	Prepare machine and drying / curing unit	None
ICPSP371B	Manually produce complex screen prints	None
ICPSP373B	Semi-automatically produce complex screen prints	None
ICPSP374B	Operate a semi-automatic screen printing machine	None
ICPSP375B	Automatically produce complex screen prints	None
ICPSP376B	Operate an automatic screen printing machine	None
ICPSP382B	Produce computer image for screen printing	None
ICPSU120B	Pack product	None
ICPSU201B	Prepare, load and unload reels and cores on and off machine	None
ICPSU202B	Prepare, load and unload product on and off machine	None
ICPSU203B	Prepare and maintain the work area	None
ICPSU207B	Prepare machine for operation (basic)	None
ICPSU208B	Operate and monitor machines (basic)	None
ICPSU211B	Prepare ink and additives	None

Code	Title	Prerequisite
ICPSU212B	Prepare coatings and adhesives	None
ICPSU216B	Inspect quality against required standards	None
ICPSU221B	Pack and dispatch product	None
ICPSU222B	Pack and dispatch solid waste	None
ICPSU224B	Perform basic machine maintenance	None
ICPSU225B	Perform small machine maintenance	None
ICPSU235B	Lift loads mechanically	None
ICPSU236B	Shift loads mechanically	None
ICPSU241B	Undertake warehouse or stores materials processing	None
ICPSU243B	Reconcile process outputs	None
ICPSU260B	Maintain a safe work environment	None
ICPSU261B	Follow OHS practices and identify environmental hazards	None
ICPSU262B	Communicate in the workplace	None
ICPSU263B	Perform basic industry calculations	None
ICPSU271B	Provide basic instruction for a task	None
ICPSU280B	Enter data into electronic system	None
ICPSU281B	Use computer systems	None
ICPSU311B	Prepare ink and additives (advanced)	ICPSU211B
ICPSU321B	Pack and dispatch (advanced)	None
ICPSU323B	Dispose of waste	None
ICPSU342B	Undertake inventory procedures	None
ICPSU345B	Purchase materials and schedule deliveries	None
ICPSU351B	Undertake basic production scheduling	None
ICPSU352B	Plan operational processes	None
ICPSU357B	Apply quick changeover procedures	None
ICPSU362B	Communicate as part of a work team	None
ICPSU381B	Operate and maintain computer resources	None

Code	Title	Prerequisite
ICPSU389B	Undertake basic root cause analysis	None
ICPSU417B	Perform laboratory quality tests of materials and finished product	None
ICPSU455B	Supervise and schedule work of others	None
ICPSU456B	Control production	None
ICPSU458B	Monitor production workflow	ICPSU216B
ICPSU464B	Provide customer service and education	None
ICPSU482B	Troubleshoot and optimise materials and machinery	None
ICPSU485B	Implement a Just-in-Time (JIT) system	None
ICPSU486B	Mistake proof a production process	None
ICPSU487B	Analyse manual handling processes	None
ICPSU488B	Ensure process improvements are sustained	None
ICPSU516B	Set and apply quality standards	None
ICPSU553B	Prepare production costing estimates	None
ICPSU554B	Manage teams	None
ICPSU561B	Implement and monitor OHS	None
ICPSU583B	Troubleshoot and optimise the production process	None
ICPSU684B	Determine and improve process capability	None

Imported units of competency in this Training Package

Code	Title	Origin
AUM2402A	Apply quality assurance techniques - advanced	AUM00
BSBADV401A	Profile a target audience	BSB01
BSBCMN208A	Deliver a service to customers	BSB01
BSBCMN302A	Organise personal work priorities and development	BSB01
BSBCMN310A	Deliver and monitor a service to customers	BSB01
BSBCMN312A	Support innovation and change	BSB01
BSBCMN402A	Develop work priorities	BSB01
BSBCMN403A	Establish business networks	BSB01
BSBCMN409A	Promote products and services	BSB01
BSBCMN410A	Coordinate implementation of customer service strategies	BSB01
BSBCMN412A	Promote innovation and change	BSB01
BSBFLM309B	Support continuous improvement systems and processes	BSB01
BSBFLM405B	Implement operational plan	BSB01
BSBFLM409B	Implement continuous improvement	BSB01
BSBFLM412A	Promote team effectiveness	BSB01
BSBFLM501B	Manage personal work priorities and professional development	BSB01
BSBFLM503B	Manage effective workplace relationships	BSB01
BSBFLM505B	Manage operational plan	BSB01
BSBFLM507B	Manage quality customer service	BSB01
BSBFLM509B	Facilitate continuous improvement	BSB01
BSBFLM510B	Facilitate and capitalise on change and innovation	BSB01
BSBFLM512A	Ensure team effectiveness	BSB01
BSBMGT606A	Manage customer focus	BSB01
BSBMKG401A	Profile the market	BSB01
BSBMKG406A	Build client relationships	BSB01
BSBMKG407A	Make a presentation	BSB01

Code	Title	Origin
BSBMKG501A	Evaluate marketing opportunities	BSB01
BSBSBM301A	Research business opportunities	BSB01
BSBSBM402A	Undertake financial planning	BSB01
BSBSBM403A	Promote the business	BSB01
BSBSBM404A	Undertake business planning	BSB01
BSBSLS301A	Develop product knowledge	BSB01
BSBSLS302A	Identify sales prospects	BSB01
BSBSLS304A	Secure prospect commitment	BSB01
BSBSLS305A	Support post-sale activities	BSB01
CUFADM02A	Address copyright	CUF01
CUFIMA01A	Produce and manipulate digital images	CUF01
CUFIMA03A	Create 2D digital animation	CUF01
CUFIMA04A	Create 3D digital animation	CUF01
CUFIMA05A	Create 3D digital models and images	CUF01
CUFIMA06A	Develop and implement visual effects designs	CUF01
CUFIMA07A	Create titles for screen production	CUF01
CUFMEM01A	Use an authoring tool to create an interactive sequence	CUF01
CUFMEM02A	Author a multimedia product	CUF01
CUFMEM03A	Integrate and use scripting language in authoring a multimedia product	CUF01
CUFMEM04A	Test a multimedia product	CUF01
CUFMEM06A	Design a multimedia product	CUF01
CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product	CUF01
CUFMEM08A	Apply principles of instructional design to a multimedia product	CUF01
CUFMEM09A	Apply principles of game design to a multimedia product	CUF01
CUFMEM10A	Design and create a multimedia interface	CUF01

Code	Title	Origin
CUFMEM11A	Design the navigation for a multimedia product	CUF01
CUFMEM12A	Update web pages	CUF01
CULLB505B	Analyse and describe information materials	TBA
CUVCOR07A	Use drawing techniques to represent the object or idea	TBA
CUVCOR08A	Produce drawings to represent and communicate the concept	TBA
CUVCRS05A	Use typography techniques for design work	TBA
CUVDES02A	Apply the design process to 2-dimensional work in response to a brief	TBA
CUVDES04A	Integrate colour theory and design processes in response to a brief	TBA
ICAB4135B	Create a simple mark-up language document to specification	ICA05
ICAB4163B	Create a common gateway interface script	ICA05
ICAB4169B	Use development software and IT tools to build a basic website	ICA05
ICAB4171B	Develop cascading style sheets	ICA05
ICAD4198B	Develop guidelines for uploading information to a website	ICA05
ICAD5210B	Analyse information and assign meta-tags	ICA05
ICAI4189B	Ensure website content meets technical protocols and standards	ICA05
ICAITB135A	Create a simple mark-up language document to specification	ICA99
ICAITB165A	Create dynamic pages	ICA99
ICAITB169A	Use development software & IT tools to build a basic website to specification	ICA99
ICAITB171A	Develop cascading style sheets (CSS)	ICA99
ICAITB180A	Integrate a database with a website	ICA99
ICAITB210A	Analyse information and assign meta-tags	ICA99
ICAIT1189A	Ensure website content meets appropriate technical protocols & standards	ICA99

Code	Title	Origin
ICAITU207A	Apply a web authoring tool to convert client data	ICA99
ICAU4207B	Apply web authoring tool to convert client data for websites	ICA05
NWP405A	Contribute to contract management	NWP01
PMLMAIN300B	Maintain the laboratory fit for purpose	PML04
PMLSAMP400B	Obtain representative samples in accordance with sampling plan	PML04
PMLTEST300B	Perform basic tests	PML04
PMLTEST303B	Prepare working solutions	PML04
PMLTEST402B	Prepare, standardise and use solutions	PML04
TAAASS402A	Assess competence	TBA
TAADEL301A	Provide training through instruction and demonstration of work skills	TBA
TAADEL404A	Facilitate work-based learning	TBA
TDTA4101A	Manually sort mail and parcels	TDT02
TDTA4301A	Consolidate mail	TDT02
TDTA4601A	Process parcels and letters	TDT02
TDTA4701A	Stream mail	TDT02
TDTP998B	Plan and maintain warehouse layouts and inventory locations	TDT02
TDTW601A	Operate computerised mail and parcels sorting equipment	TDT02
WRRO2B	Manage sales and service delivery	WRR02
WRRS1B	Sell products and services	WRR02
WRRS2B	Advise on products and services	WRR02
WRWMK507A	Develop a sales strategy	WRW01
WRWWS302A	Maintain business to business relationships	WRW01
WRWWS504A	Manage business customers	WRW01

Summary mapping of ICP05 Printing and Graphic Arts Training Package to previous Printing and Graphic Arts Training Package

Code	Relates to	Nature of Relationship
ICP99	ICP05	ICP99 superseded by ICP05
ICP05 Version 1	ICP05 Version 2	Employability Skills explicitly expressed in Version 2 - refer to mapping charts below

The chart on the following pages shows the correlation between qualifications and competency units previously contained in Version 1 of ICP05 Printing and Graphic Arts Training Package and those contained in the current ICP05 Printing and Graphic Arts Training Package Training Package, Version 2, including previous unit codings and current unit codings.

Please note that the following pages provide a brief explanation of changes to units and should only be used as an indicative tool. It is important that organisations review existing material and resources to ensure that specific changes to units of competency have been noted and their delivery and assessment materials adapted where necessary.

ICP05 Printing and Graphic Arts Training Package - Mapping of Qualifications from Version 2 to Version 1

ICP05 Version 2 Qualification Code	ICP05 Version 2 Qualification Title	ICP05 Version 1 Qualification Code	ICP05 Version 1 Qualification Title	Comments in relation to previous iteration of the Training Package
ICP20105	Certificate II in Printing and Graphic Arts (General)	ICP20105	Certificate II in Printing and Graphic Arts (General)	No change.
ICP50105	Diploma of Printing and Graphic Arts (Digital Production)	ICP50105	Diploma of Printing and Graphic Arts (Digital Production)	No change.
ICP20205	Certificate II in Printing and Graphic Arts (Desktop Publishing)	ICP20205	Certificate II in Printing and Graphic Arts (Desktop Publishing)	No change.
ICP30105	Certificate III in Printing and Graphic Arts (Graphic Design Production)	ICP30105	Certificate III in Printing and Graphic Arts (Graphic Design Production)	No change.
ICP30205	Certificate III in Printing and Graphic Arts (Graphic Pre-press)	ICP30205	Certificate III in Printing and Graphic Arts (Graphic Pre-press)	No change.

ICP30305	Certificate III in Printing and Graphic Arts (Multimedia)	ICP30305	Certificate III in Printing and Graphic Arts (Multimedia)	No change.
ICP40105	Certificate IV in Printing and Graphic Arts (Graphic Pre-press)	ICP40105	Certificate IV in Printing and Graphic Arts (Graphic Pre-press)	No change.
ICP40205	Certificate IV in Printing and Graphic Arts (Multimedia)	ICP40205	Certificate IV in Printing and Graphic Arts (Multimedia)	No change.
ICP50205	Diploma of Printing and Graphic Arts (Multimedia)	ICP50205	Diploma of Printing and Graphic Arts (Multimedia)	No change.
ICP20305	Certificate II in Printing and Graphic Arts (Instant Print)	ICP20305	Certificate II in Printing and Graphic Arts (Instant Print)	No change.
ICP20405	Certificate II in Printing and Graphic Arts (Print Production Support)	ICP20405	Certificate II in Printing and Graphic Arts (Print Production Support)	No change.
ICP20505	Certificate II in Printing and Graphic Arts (Screen Printing)	ICP20505	Certificate II in Printing and Graphic Arts (Screen Printing)	No change.
ICP30405	Certificate III in Printing and Graphic Arts (Instant Print)	ICP30405	Certificate III in Printing and Graphic Arts (Instant Print)	No change.
ICP30505	Certificate III in Printing and Graphic Arts (Printing)	ICP30505	Certificate III in Printing and Graphic Arts (Printing)	No change.
ICP30605	Certificate III in Printing and Graphic Arts (Screen Printing)	ICP30605	Certificate III in Printing and Graphic Arts (Screen Printing)	No change.
ICP40305	Certificate IV in Printing and Graphic Arts (Printing)	ICP40305	Certificate IV in Printing and Graphic Arts (Printing)	No change.
ICP50305	Diploma of Printing and Graphic Arts (Printing)	ICP50305	Diploma of Printing and Graphic Arts (Printing)	No change.

ICP20605	Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)	ICP20605	Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)	No change.
ICP30705	Certificate III in Printing and Graphic Arts (Print Finishing)	ICP30705	Certificate III in Printing and Graphic Arts (Print Finishing)	No change.
ICP40405	Certificate IV in Printing and Graphic Arts (Print Finishing)	ICP40405	Certificate IV in Printing and Graphic Arts (Print Finishing)	No change.
ICP20705	Certificate II in Printing and Graphic Arts (Sacks and Bags)	ICP20705	Certificate II in Printing and Graphic Arts (Sacks and Bags)	No change.
ICP30805	Certificate III in Printing and Graphic Arts (Sacks and Bags)	ICP30805	Certificate III in Printing and Graphic Arts (Sacks and Bags)	No change.
ICP21005	Certificate II in Printing and Graphic Arts (Mail House)	ICP21005	Certificate II in Printing and Graphic Arts (Mail House)	No change.
ICP31005	Certificate III in Printing and Graphic Arts (Mail House)	ICP31005	Certificate III in Printing and Graphic Arts (Mail House)	No change.
ICP40505	Certificate IV in Printing and Graphic Arts (Mail House)	ICP40505	Certificate IV in Printing and Graphic Arts (Mail House)	No change.
ICP20805	Certificate II in Printing and Graphic Arts (Cartons)	ICP20805	Certificate II in Printing and Graphic Arts (Cartons)	No change.
ICP20905	Certificate II in Printing and Graphic Arts (Corrugating)	ICP20905	Certificate II in Printing and Graphic Arts (Corrugating)	No change.
ICP30905	Certificate III in Printing and Graphic Arts (Cartons and Corrugating)	ICP30905	Certificate III in Printing and Graphic Arts (Cartons and Corrugating)	No change.
ICP21105	Certificate II in Printing and	ICP21105	Certificate II in Printing and	No change.

	Graphic Arts (Ink Manufacture)		Graphic Arts (Ink Manufacture)	
ICP31105	Certificate III in Printing and Graphic Arts (Ink Manufacture)	ICP31105	Certificate III in Printing and Graphic Arts (Ink Manufacture)	No change.
ICP40705	Certificate IV in Printing and Graphic Arts (Management / Sales)	ICP40705	Certificate IV in Printing and Graphic Arts (Management / Sales)	No change.
ICP40805	Certificate IV in Printing and Graphic Arts (Process Leadership)	ICP40805	Certificate IV in Printing and Graphic Arts (Process Leadership)	No change.
ICP50405	Diploma of Printing and Graphic Arts (Management / Sales)	ICP50405	Diploma of Printing and Graphic Arts (Management / Sales)	No change.
ICP50505	Diploma of Printing and Graphic Arts (Process Improvement)	ICP50505	Diploma of Printing and Graphic Arts (Process Improvement)	No change.

ICP05 Printing and Graphic Arts Training Package - Mapping of Competency Standards from Version 2 to Version 1

ICP05 Version 2 Unit Code	ICP05 Version 2 Unit Title	ICP05 Version 1 Unit Code	ICP05 Version 1 Unit Title	Comments in relation to previous iteration of the Training Package
ICPCF105B	Operate in-line mail machine	ICPCF105A	Operate in-line mail machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF202B	Handline mail	ICPCF202A	Handline mail	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF203B	Collate and insert mail manually	ICPCF203A	Collate and insert mail manually	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF204B	Operate addressing machine	ICPCF204A	Operate addressing machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF208B	Set up and operate a cheque mailer machine	ICPCF208A	Set up and operate a cheque mailer machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF209B	Set up and operate in-line mail machine	ICPCF209A	Set up and operate in-line mail machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPCF2101B	Set up and run machine for sewing	ICPCF2101A	Set up and run machine for sewing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF2104B	Set up single-faced web	ICPCF2104A	Set up single-faced web	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF2106B	Set up double-faced web	ICPCF2106A	Set up double-faced web	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF2108B	Produce basic folded and glued cartons	ICPCF2108A	Produce basic folded and glued cartons	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF220B	Produce basic converted or finished product	ICPCF220A	Produce basic converted or finished product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF221B	Set up and produce basic guillotined product	ICPCF221A	Set up and produce basic guillotined product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF222B	Set up and operate in-line cutter	ICPCF222A	Set up and operate in-line cutter	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF223B	Set up machine for cutting (trimming)	ICPCF223A	Set up machine for cutting (trimming)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF224B	Produce cut (trimmed) product	ICPCF224A	Produce cut (trimmed) product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPCF225B	Set up machine for basic flat-bed die cutting or embossing	ICPCF225A	Set up machine for basic flat-bed die cutting or embossing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF226B	Produce basic flat-bed die cut or embossed product	ICPCF226A	Produce basic flat-bed die cut or embossed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF227B	Set up machine for basic rotary die cutting or embossing	ICPCF227A	Set up machine for basic rotary die cutting or embossing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF228B	Produce basic rotary die cut or embossed product	ICPCF228A	Produce basic rotary die cut or embossed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF231B	Set up machine for basic	ICPCF231A	Set up machine for basic	Employability Skills (ES) mandatory

	flat-bed cutting		flat-bed cutting	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF232B	Produce basic flat-bed cut product	ICPCF232A	Produce basic flat-bed cut product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF235B	Set up machine for basic rotary cutting	ICPCF235A	Set up machine for basic rotary cutting	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF236B	Produce basic rotary cut product	ICPCF236A	Produce basic rotary cut product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF241B	Set up machine for basic single or continuous folding	ICPCF241A	Set up machine for basic single or continuous folding	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF242B	Produce basic single or continuous folded product	ICPCF242A	Produce basic single or continuous folded product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF243B	Set up machine for basic collating or inserting (sheet / section)	ICPCF243A	Set up machine for basic collating or inserting (sheet / section)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF244B	Produce basic collated or inserted (sheet / section) product	ICPCF244A	Produce basic collated or inserted (sheet / section) product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF245B	Set up and produce hand-collated or -inserted product	ICPCF245A	Set up and produce hand-collated or -inserted product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPCF261B	Set up machine for basic adhesive, mechanical or thermal fastening	ICPCF261A	Set up machine for basic adhesive, mechanical or thermal fastening	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF262B	Produce basic adhesive, mechanical or thermal fastened product	ICPCF262A	Produce basic adhesive, mechanical or thermal fastened product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF263B	Set up and produce hand-fastened product	ICPCF263A	Set up and produce hand-fastened product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF281B	Set up machine for basic laminating	ICPCF281A	Set up machine for basic laminating	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF282B	Produce basic laminated product	ICPCF282A	Produce basic laminated product	Employability Skills (ES) mandatory statement inserted; Key Competencies

				information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF294B	Set up profile cutting for envelope manufacture	ICPCF294A	Set up profile cutting for envelope manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF297B	Clean sack and bag machines	ICPCF297A	Clean sack and bag machines	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF298B	Run and monitor sack and bag machines	ICPCF298A	Run and monitor sack and bag machines	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF3100B	Run and monitor in-line tube making machine for sack or bag manufacture	ICPCF3100A	Run and monitor in-line tube making machine for sack or bag manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template

				requirements; Skills and Knowledge improved.
ICPCF3101B	Run and monitor in-line bottom making machine for sack or bag manufacture	ICPCF3101A	Run and monitor in-line bottom making machine for sack or bag manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF3102B	Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture	ICPCF3102A	Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF3103B	Run and monitor envelope manufacturing machines	ICPCF3103A	Run and monitor envelope manufacturing machines	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF3105B	Produce single-faced web	ICPCF3105A	Produce single-faced web	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPCF3106B	Set up machine for basic carton folding and gluing	ICPCF3106A	Set up machine for basic carton folding and gluing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF3107B	Produce double-faced web	ICPCF3107A	Produce double-faced web	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF3109B	Produce complex folded and glued cartons	ICPCF3109A	Produce complex folded and glued cartons	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF311B	Prepare for cutting forme and stripper making	ICPCF311A	Prepare for cutting forme and stripper making	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF312B	Set cutting forme and strippers	ICPCF312A	Set cutting forme and strippers	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF320B	Produce complex converted or finished product	ICPCF320A	Produce complex converted or finished product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF321B	Set up and produce complex guillotined product	ICPCF321A	Set up and produce complex guillotined product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF326B	Undertake pre make-ready for die cutting	ICPCF326A	Undertake pre make-ready for die cutting	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF327B	Set up machine for complex rotary die cutting or embossing	ICPCF327A	Set up machine for complex rotary die cutting or embossing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPCF328B	Produce complex rotary die cut or embossed product	ICPCF328A	Produce complex rotary die cut or embossed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF341B	Set up machine for complex sequenced or multiple folding	ICPCF341A	Set up machine for complex sequenced or multiple folding	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF342B	Produce complex sequenced or multiple folded product	ICPCF342A	Produce complex sequenced or multiple folded product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF343B	Set up machine for complex collating or inserting (sheet / section / reel)	ICPCF343A	Set up machine for complex collating or inserting (sheet / section / reel)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF344B	Produce complex collated	ICPCF344A	Produce complex	Employability Skills (ES) mandatory

	or inserted (sheet / section / reel) product		collated or inserted (sheet / section / reel) product	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF361B	Set up machine for complex adhesive, mechanical or sewn fastening	ICPCF361A	Set up machine for complex adhesive, mechanical or sewn fastening	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF362B	Produce complex adhesive, mechanical or sewn fastened product	ICPCF362A	Produce complex adhesive, mechanical or sewn fastened product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF369B	Set up and produce hand-made box	ICPCF369A	Set up and produce hand-made box	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF371B	Decorate paper	ICPCF371A	Decorate paper	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF381B	Set up machine for complex laminating	ICPCF381A	Set up machine for complex laminating	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF382B	Produce complex laminated product	ICPCF382A	Produce complex laminated product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF391B	Use electronic monitoring systems (converting and finishing)	ICPCF391A	Use electronic monitoring systems (converting and finishing)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF392B	Produce product on window gluer	ICPCF392A	Produce product on window gluer	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPCF393B	Set up machine for envelope manufacture	ICPCF393A	Set up machine for envelope manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF395B	Set up and operate folder gluer machine	ICPCF395A	Set up and operate folder gluer machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF396B	Set up in-line scoring, folding and gluing machine for envelope manufacture	ICPCF396A	Set up in-line scoring, folding and gluing machine for envelope manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF398B	Set up in-line bottom making machine for sack or bag manufacture	ICPCF398A	Set up in-line bottom making machine for sack or bag manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF399B	Set up in-line tube making	ICPCF399A	Set up in-line tube	Employability Skills (ES) mandatory

	machine for sack or bag manufacture		making machine for sack or bag manufacture	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF406B	Set up and load in-line smart card machine	ICPCF406A	Set up and load in-line smart card machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF407B	Operate a smart card machine and pack product	ICPCF407A	Operate a smart card machine and pack product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF410BA	Set up machine for complex carton folding and gluing	ICPCF4107A	Set up machine for complex carton folding and gluing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF425B	Set up machine for complex flat-bed die cutting or embossing	ICPCF425A	Set up machine for complex flat-bed die cutting or embossing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF426B	Produce complex flat-bed die cut or embossed product	ICPCF426A	Produce complex flat-bed die cut or embossed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF465B	Set up and produce hand-bound book	ICPCF465A	Set up and produce hand-bound book	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPCF467B	Restore books	ICPCF467A	Restore books	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPIM211B	Select and prepare materials for production	ICPIM211A	Select and prepare materials for production	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPIM221B	Blend chemicals	ICPIM221A	Blend chemicals	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPIM251B	Filter and pack product	ICPIM251A	Filter and pack product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPIM331B	Manufacture inks and coatings	ICPIM331A	Manufacture inks and coatings	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPIM335B	Manufacture varnish and resin	ICPIM335A	Manufacture varnish and resin	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN311B	Apply knowledge of the graphic pre-press sector	ICPKN311A	Apply knowledge of the graphic pre-press sector	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN312B	Apply knowledge of printing machining	ICPKN312A	Apply knowledge of printing machining	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN313B	Apply knowledge and requirements of the converting, binding and finishing sector	ICPKN313A	Apply knowledge and requirements of the converting, binding and finishing sector	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN314B	Apply knowledge and requirements of the screen printing sector	ICPKN314A	Apply knowledge and requirements of the screen printing sector	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN315B	Apply knowledge and requirements of the multimedia sector	ICPKN315A	Apply knowledge and requirements of the multimedia sector	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPKN315B	Apply knowledge and requirements of the multimedia sector	ICPKN315B	Apply knowledge and requirements of the multimedia sector	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN316B	Apply knowledge and requirements of paper and printing processes	ICPKN316A	Apply knowledge and requirements of paper and printing processes	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN317B	Apply knowledge and requirements of the ink manufacturing sector	ICPKN317A	Apply knowledge and requirements of the ink manufacturing sector	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN318B	Apply knowledge and requirements of mail house operations	ICPKN318A	Apply knowledge and requirements of mail house operations	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN319B	Apply knowledge and	ICPKN319A	Apply knowledge and	Employability Skills (ES) mandatory

	processes of converting paper-based products		processes of converting paper-based products	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPKN320B	Apply knowledge and requirements of information technology systems in the printing industry	ICPKN320A	Apply knowledge and requirements of information technology systems in the printing industry	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM263B	Access and use the Internet	ICPMM263A	Access and use the Internet	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM296B	Create and test a CD-ROM / DVD	ICPMM296A	Create and test a CD-ROM / DVD	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM321B	Capture a digital image	ICPMM321A	Capture a digital image	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM322B	Edit a digital image	ICPMM322A	Edit a digital image	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM344B	Manipulate and incorporate audio into multimedia presentations	ICPMM344A	Manipulate and incorporate audio into multimedia presentations	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM346B	Incorporate video into multimedia presentations	ICPMM346A	Incorporate video into multimedia presentations	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM491B	Create an extensible document	ICPMM491A	Create an extensible document	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPMM492B	Create an extensible style sheet	ICPMM492A	Create an extensible style sheet	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM581B	Manage multimedia production	ICPMM581A	Manage multimedia production	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPMM582B	Manage multimedia projects	ICPMM582A	Manage multimedia projects	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP211B	Develop a basic design concept	ICPPP211A	Develop a basic design concept	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP221B	Select and apply type	ICPPP221A	Select and apply type	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP221C	Select and apply type	ICPPP221B	Select and apply type	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP222B	Scan a line image	ICPPP222A	Scan a line image	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP223B	Photograph a line image	ICPPP223A	Photograph a line image	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP224B	Produce pages using a page layout application	ICPPP224A	Produce pages using a page layout application	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPPP225B	Produce graphics using a graphics application	ICPPP225A	Produce graphics using a graphics application	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP226B	Produce interactive PDF files	ICPPP226A	Produce interactive PDF files	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP227B	Produce online PDF files	ICPPP227A	Produce online PDF files	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP231B	Manually combine spot colour and basic four-colour images	ICPPP231A	Manually combine spot colour and basic four-colour images	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP232B	Electronically combine and	ICPPP232A	Electronically combine	Employability Skills (ES) mandatory

	assemble data		and assemble data	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP252B	Output images	ICPPP252A	Output images	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP260B	Proof images	ICPPP260A	Proof images	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP266B	Produce relief plates	ICPPP266A	Produce relief plates	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP267B	Produce offset lithographic plates	ICPPP267A	Produce offset lithographic plates	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP268B	Make photopolymer plates (flexographic)	ICPPP268A	Make photopolymer plates (flexographic)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP269B	Produce photopolymer plates for pad printing	ICPPP269A	Produce photopolymer plates for pad printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP272B	Produce gravure cylinders manually	ICPPP272A	Produce gravure cylinders manually	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP281B	Design basic carton	ICPPP281A	Design basic carton	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPPP283B	Prepare artwork for screen printing	ICPPP283A	Prepare artwork for screen printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP311B	Develop a detailed design concept	ICPPP311A	Develop a detailed design concept	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP321B	Produce a typographic image	ICPPP321A	Produce a typographic image	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP322B	Digitise images for reproduction	ICPPP322A	Digitise images for reproduction	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP323B	Photograph and produce halftone images	ICPPP323A	Photograph and produce halftone images	Employability Skills (ES) mandatory statement inserted; Key Competencies

				information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP324B	Create pages using a page layout application	ICPPP324A	Create pages using a page layout application	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP325B	Create graphics using a graphics application	ICPPP325A	Create graphics using a graphics application	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP328B	Generate high-end PDF files	ICPPP328A	Generate high-end PDF files	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP331B	Manually combine complex four-colour images	ICPPP331A	Manually combine complex four-colour images	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template

				requirements; Skills and Knowledge improved.
ICPPP333B	Electronically combine complex images	ICPPP333A	Electronically combine complex images	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP334B	Prepare an imposition format for printing processes	ICPPP334A	Prepare an imposition format for printing processes	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP352B	Output complex images	ICPPP352A	Output complex images	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP360B	Undertake special colour proofing	ICPPP360A	Undertake special colour proofing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPPP370B	Produce multiple image plates	ICPPP370A	Produce multiple image plates	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP372B	Produce gravure cylinders electronically	ICPPP372A	Produce gravure cylinders electronically	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP382B	Produce computer image for screen printing	ICPPP382A	Produce computer image for screen printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP385B	Operate a database for digital printing	ICPPP385A	Operate a database for digital printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP386B	Undertake digital proofing	ICPPP386A	Undertake digital proofing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP395B	Transfer digital files	ICPPP395A	Transfer digital files	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP411B	Undertake a complex design brief	ICPPP411A	Undertake a complex design brief	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP421B	Compose and evaluate typography	ICPPP421A	Compose and evaluate typography	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP422B	Digitise complex images for reproduction	ICPPP422A	Digitise complex images for reproduction	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPPP423B	Apply colour to design brief	ICPPP423A	Apply colour to design brief	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP430B	Manage colour	ICPPP430A	Manage colour	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP435B	Generate complex imposition	ICPPP435A	Generate complex imposition	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP452B	Output complex images direct to plate or press	ICPPP452A	Output complex images direct to plate or press	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP481B	Design complex carton	ICPPP481A	Design complex carton	Employability Skills (ES) mandatory

				statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP484B	Set up and operate automated workflow	ICPPP484A	Set up and operate automated workflow	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP485B	Develop a digital data template	ICPPP485A	Develop a digital data template	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPP494B	Develop document content and structure	ICPPP494A	Develop document content and structure	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR211B	Mount and proof flexographic plates for basic printing	ICPPR211A	Mount and proof flexographic plates for basic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR214B	Produce basic flexographic printed product	ICPPR214A	Produce basic flexographic printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR222B	Produce basic gravure printed product	ICPPR222A	Produce basic gravure printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR232B	Produce basic lithographic printed product	ICPPR232A	Produce basic lithographic printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR242B	Produce basic pad printed product	ICPPR242A	Produce basic pad printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPPR252B	Produce basic relief printed product	ICPPR252A	Produce basic relief printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR261B	Set up for foil stamping	ICPPR261A	Set up for foil stamping	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR262B	Produce foil stamped product	ICPPR262A	Produce foil stamped product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR271B	Set up for basic coating	ICPPR271A	Set up for basic coating	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR272B	Produce basic coated	ICPPR272A	Produce basic coated	Employability Skills (ES) mandatory

	product		product	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR281B	Set up and produce basic digital print	ICPPR281A	Set up and produce basic digital print	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR282B	Produce and manage basic digital print	ICPPR282A	Produce and manage basic digital print	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR313B	Set up for basic flexographic printing	ICPPR313A	Set up for basic flexographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR314B	Produce complex flexographic printed product	ICPPR314A	Produce complex flexographic printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR321B	Set up for basic gravure printing	ICPPR321A	Set up for basic gravure printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR322B	Produce complex gravure printed product	ICPPR322A	Produce complex gravure printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR331B	Set up for basic lithographic printing	ICPPR331A	Set up for basic lithographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR331B	Set up for basic lithographic printing	ICPPR331B	Set up for basic lithographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPPR332B	Produce complex lithographic printed product	ICPPR332A	Produce complex lithographic printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR341B	Set up for basic pad printing	ICPPR341A	Set up for basic pad printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR342B	Produce complex pad printed product	ICPPR342A	Produce complex pad printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR351B	Set up for basic relief printing	ICPPR351A	Set up for basic relief printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR352B	Produce complex relief printed product	ICPPR352A	Produce complex relief printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR382B	Produce and manage complex digital print	ICPPR382A	Produce and manage complex digital print	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR383B	Prepare for personalised digital printing	ICPPR383A	Prepare for personalised digital printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR411B	Mount and demount flexographic plates for complex printing	ICPPR411A	Mount and demount flexographic plates for complex printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR413B	Set up for complex flexographic printing	ICPPR413A	Set up for complex flexographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPPR414B	Produce specialised flexographic printed product	ICPPR414A	Produce specialised flexographic printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR421B	Set up for complex gravure printing	ICPPR421A	Set up for complex gravure printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR422B	Produce specialised gravure printed product	ICPPR422A	Produce specialised gravure printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR431B	Set up for complex lithographic printing	ICPPR431A	Set up for complex lithographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR432B	Produce specialised	ICPPR432A	Produce specialised	Employability Skills (ES) mandatory

	lithographic printed product		lithographic printed product	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR441B	Set up for complex pad printing	ICPPR441A	Set up for complex pad printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR442B	Produce specialised pad printed product	ICPPR442A	Produce specialised pad printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR451B	Set up for complex relief printing	ICPPR451A	Set up for complex relief printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR452B	Produce specialised relief printed product	ICPPR452A	Produce specialised relief printed product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR471B	Set up for complex coating	ICPPR471A	Set up for complex coating	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR472B	Produce complex coated product	ICPPR472A	Produce complex coated product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR481B	Set up and produce complex digital print	ICPPR481A	Set up and produce complex digital print	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR484B	Prepare for variable data printing	ICPPR484A	Prepare for variable data printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPPR491B	Use on-press monitoring of print quality	ICPPR491A	Use on-press monitoring of print quality	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR492B	Use on-press print control devices	ICPPR492A	Use on-press print control devices	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR493B	Set up and monitor in-line printing operations	ICPPR493A	Set up and monitor in-line printing operations	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR513B	Set up for specialised flexographic printing	ICPPR513A	Set up for specialised flexographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR521B	Set up for specialised	ICPPR521A	Set up for specialised	Employability Skills (ES) mandatory

	gravure printing		gravure printing	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR531B	Set up for specialised lithographic printing	ICPPR531A	Set up for specialised lithographic printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR541B	Set up for specialised pad printing	ICPPR541A	Set up for specialised pad printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPPR551B	Set up for specialised relief printing	ICPPR551A	Set up for specialised relief printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP211B	Reclaim screen automatically	ICPSP211A	Reclaim screen automatically	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP215B	Prepare screen	ICPSP215A	Prepare screen	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP221B	Prepare substrate	ICPSP221A	Prepare substrate	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP222B	Prepare and cut screen print substrate	ICPSP222A	Prepare and cut screen print substrate	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP223B	Prepare film for screen printing	ICPSP223A	Prepare film for screen printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPSP231B	Prepare stencil using computer or hand-cut method	ICPSP231A	Prepare stencil using computer or hand-cut method	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP233B	Manually prepare direct emulsion stencil	ICPSP233A	Manually prepare direct emulsion stencil	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP235B	Prepare stencil using photographic indirect method	ICPSP235A	Prepare stencil using photographic indirect method	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP270B	Manually prepare and produce screen prints	ICPSP270A	Manually prepare and produce screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP271B	Manually produce basic screen prints	ICPSP271A	Manually produce basic screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP273B	Semi-automatically produce basic screen prints	ICPSP273A	Semi-automatically produce basic screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP275B	Automatically produce basic screen prints	ICPSP275A	Automatically produce basic screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP281B	Finish screen print products	ICPSP281A	Finish screen print products	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP311B	Reclaim screen manually	ICPSP311A	Reclaim screen manually	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPSP333B	Automatically prepare direct emulsion stencil	ICPSP333A	Automatically prepare direct emulsion stencil	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP337B	Prepare stencil using photographic capillary method	ICPSP337A	Prepare stencil using photographic capillary method	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP339B	Prepare stencil using direct projection method	ICPSP339A	Prepare stencil using direct projection method	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP341B	Prepare stencil using direct electronic imaging method	ICPSP341A	Prepare stencil using direct electronic imaging method	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP351B	Prepare machine and	ICPSP351A	Prepare machine and	Employability Skills (ES) mandatory

	drying / curing unit		drying / curing unit	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP371B	Manually produce complex screen prints	ICPSP371A	Manually produce complex screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP373B	Semi-automatically produce complex screen prints	ICPSP373A	Semi-automatically produce complex screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP374B	Operate a semi-automatic screen printing machine	ICPSP374A	Operate a semi-automatic screen printing machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP375B	Automatically produce complex screen prints	ICPSP375A	Automatically produce complex screen prints	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP376B	Operate an automatic screen printing machine	ICPSP376A	Operate an automatic screen printing machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSP382B	Produce computer image for screen printing	ICPSP382A	Produce computer image for screen printing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU120B	Pack product	ICPSU120A	Pack product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU201B	Prepare, load and unload reels and cores on and off machine	ICPSU201A	Prepare, load and unload reels and cores on and off machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPSU202B	Prepare, load and unload product on and off machine	ICPSU202A	Prepare, load and unload product on and off machine	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU203B	Prepare and maintain the work area	ICPSU203A	Prepare and maintain the work area	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU207B	Prepare machine for operation (basic)	ICPSU207A	Prepare machine for operation (basic)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU208B	Operate and monitor machines (basic)	ICPSU208A	Operate and monitor machines (basic)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU211B	Prepare ink and additives	ICPSU211A	Prepare ink and additives	Employability Skills (ES) mandatory

				statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU212B	Prepare coatings and adhesives	ICPSU212A	Prepare coatings and adhesives	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU216B	Inspect quality against required standards	ICPSU216A	Inspect quality against required standards	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU221B	Pack and dispatch product	ICPSU221A	Pack and dispatch product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU222B	Pack and dispatch solid waste	ICPSU222A	Pack and dispatch solid waste	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU224B	Perform basic machine maintenance	ICPSU224A	Perform basic machine maintenance	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU225B	Perform small machine maintenance	ICPSU225A	Perform small machine maintenance	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU235B	Lift loads mechanically	ICPSU235A	Lift loads mechanically	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU236B	Shift loads mechanically	ICPSU236A	Shift loads mechanically	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPSU241B	Undertake warehouse or stores materials processing	ICPSU241A	Undertake warehouse or stores materials processing	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU243B	Reconcile process outputs	ICPSU243A	Reconcile process outputs	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU260B	Maintain a safe work environment	ICPSU260A	Maintain a safe work environment	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU261B	Follow OHS practices and identify environmental hazards	ICPSU261A	Follow OHS practices and identify environmental hazards	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU262B	Communicate in the workplace	ICPSU262A	Communicate in the workplace	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU263B	Perform basic industry calculations	ICPSU263A	Perform basic industry calculations	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU271B	Provide basic instruction for a task	ICPSU271A	Provide basic instruction for a task	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU280B	Enter data into electronic system	ICPSU280A	Enter data into electronic system	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU281B	Use computer systems	ICPSU281A	Use computer systems	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPSU311B	Prepare ink and additives (advanced)	ICPSU311A	Prepare ink and additives (advanced)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU321B	Pack and dispatch (advanced)	ICPSU321A	Pack and dispatch (advanced)	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU323B	Dispose of waste	ICPSU323A	Dispose of waste	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU342B	Undertake inventory procedures	ICPSU342A	Undertake inventory procedures	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU345B	Purchase materials and	ICPSU345A	Purchase materials and	Employability Skills (ES) mandatory

	schedule deliveries		schedule deliveries	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU351B	Undertake basic production scheduling	ICPSU351A	Undertake basic production scheduling	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU352B	Plan operational processes	ICPSU352A	Plan operational processes	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU357B	Apply quick changeover procedures	ICPSU357A	Apply quick changeover procedures	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU362B	Communicate as part of a work team	ICPSU362A	Communicate as part of a work team	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit

				reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU381B	Operate and maintain computer resources	ICPSU381A	Operate and maintain computer resources	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU389B	Undertake basic root cause analysis	ICPSU389A	Undertake basic root cause analysis	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU396B	Set up in-line scoring, folding and gluing units for envelope manufacture	ICPSU396A	Set up in-line scoring, folding and gluing units for envelope manufacture	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU417B	Perform laboratory quality tests of materials and finished product	ICPSU417A	Perform laboratory quality tests of materials and finished product	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

ICPSU455B	Supervise and schedule work of others	ICPSU455A	Supervise and schedule work of others	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU456B	Control production	ICPSU456A	Control production	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU458B	Monitor production workflow	ICPSU458A	Monitor production workflow	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU464B	Provide customer service and education	ICPSU464A	Provide customer service and education	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU482B	Troubleshoot and optimise materials and machinery	ICPSU482A	Troubleshoot and optimise materials and machinery	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to

				reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU485B	Implement a Just-in-Time (JIT) system	ICPSU485A	Implement a Just-in-Time (JIT) system	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU486B	Mistake proof a production process	ICPSU486A	Mistake proof a production process	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU487B	Analyse manual handling processes	ICPSU487A	Analyse manual handling processes	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU488B	Ensure process improvements are sustained	ICPSU488A	Ensure process improvements are sustained	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge

				improved.
ICPSU516B	Set and apply quality standards	ICPSU516A	Set and apply quality standards	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU553B	Prepare production costing estimates	ICPSU553A	Prepare production costing estimates	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU554B	Manage teams	ICPSU554A	Manage teams	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU561B	Implement and monitor OHS	ICPSU561A	Implement and monitor OHS	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU583B	Troubleshoot and optimise	ICPSU583A	Troubleshoot and	Employability Skills (ES) mandatory

	the production process		optimise the production process	statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.
ICPSU684B	Determine and improve process capability	ICPSU684A	Determine and improve process capability	Employability Skills (ES) mandatory statement inserted; Key Competencies information removed. Code changed to reflect mandatory ES changes. Unit reformatted into latest template requirements; Skills and Knowledge improved.

Explanation of the review date

The review date (shown on the title page and in the header of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Overview

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Ministerial Council for Vocational and Technical Education, and comprises the Australian Quality Training Framework 2007 (AQTF 2007), and Training Packages endorsed by the National Quality Council (NQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

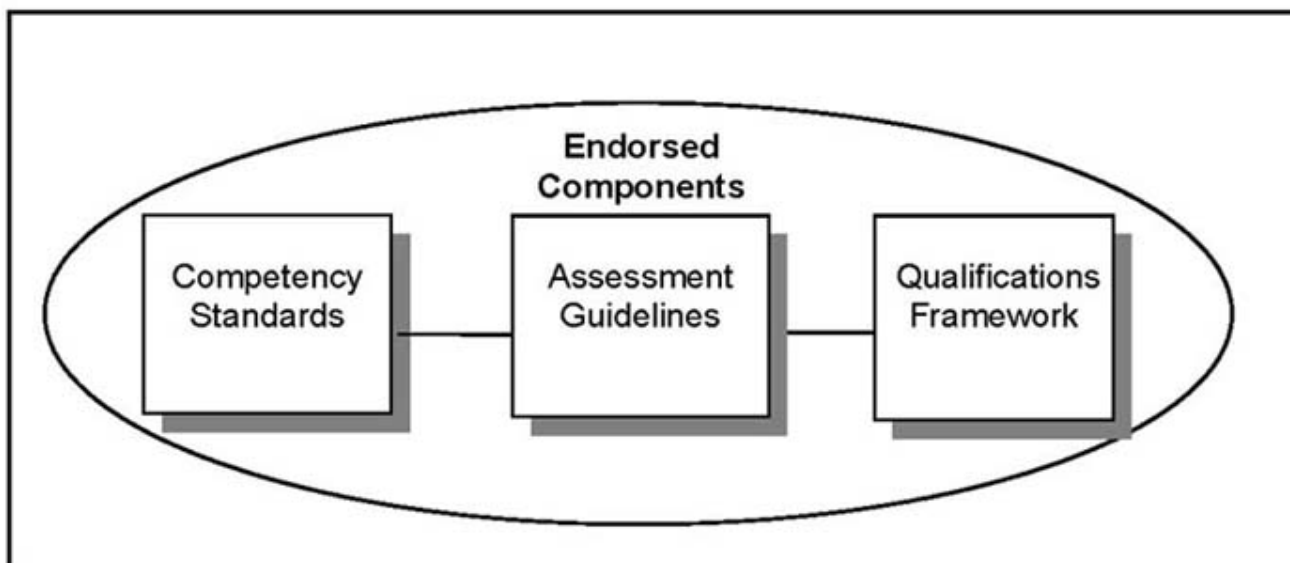
Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO, as specified in the AQTF 2007.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NQC, and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.



Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the AQTF 2007. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

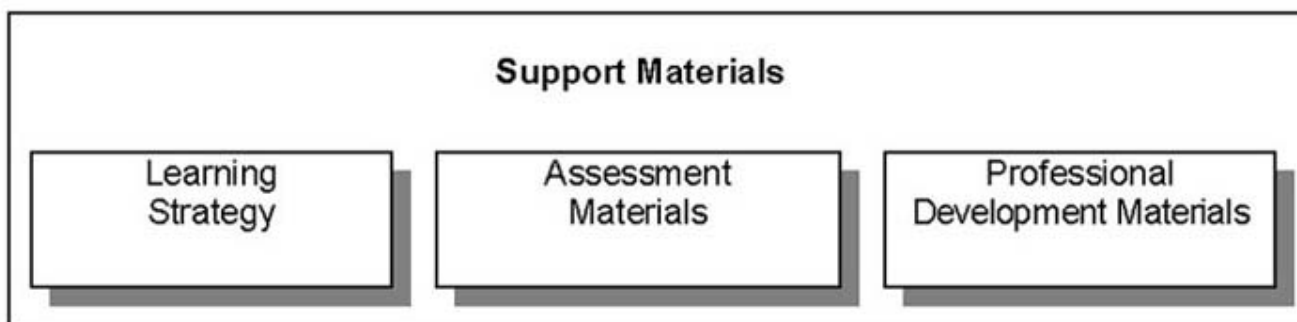
Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the "packaging rules". The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.



Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Where such materials have been quality assured through a process of "noting" by the NQC, they display the following official logo. Noted support materials are listed on the National Training Information Service (NTIS), together with a detailed description and information on the type of product and its availability < www.ntis.gov.au >



It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the code always before the title.**

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example ICP05. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example ICP20105. Qualification codes are developed as follows:

- the first three letters identify the Training Package;
- the first number identifies the qualification level (noting that, in the qualification titles themselves, arabic numbers are **not** used);
- the next two numbers identify the position in the sequence of the qualification at that level; and
- the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. Unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package. Unit codes are developed as follows:

- a typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in ;
- the first three characters signify the Training Package - ICP05 - in the above example and up to eight characters, relating to an industry sector, function or skill area, follow;
- the last character is always a letter and identifies the unit of competency version. An "A" at the end of the code indicates that this is the original unit of competency. "B", or another incremented version identifier means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent; and
- where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, or Vocational Graduate Diploma;
- this is followed by the words "in" for Certificates I to IV, and "of" for Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma;
- then, the industry descriptor, for example Telecommunications; and
- then, if applicable, the occupational or functional stream in brackets, for example (Computer Systems).

For example:

- ICP20105 Certificate II in Printing and Graphic Arts (General)

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

- ICPCF105B Operate in-line mail machine

Introduction to the ICP05 Printing and Graphic Arts Training Package

Introduction to ICP05 Printing and Graphic Arts Training Package

The ICP05 Printing and Graphic Arts Training Package contains 360 competency standards and 34 qualifications for the printing and graphic arts industry. There are eight competency streams or groups:

- Support - SU
- Pre-press - PP
- Multimedia - MM
- Printing - PR
- Screen Printing - SP
- Converting, Binding and Finishing - CF
- Ink Manufacture - IM
- Knowledge - KN

This Training Package is organised into two volumes:

- Volume I Part 1 Introduction, Qualifications Framework and Assessment Guidelines Part 2 Support and Pre-press Units of Competency Part 3 Multimedia and Printing Units of Competency
- Volume II Part 4 Converting, Binding and Finishing Units of Competency Part 5 Screen Printing, Ink Manufacture and Holistic Knowledge Units of Competency Part 6 Imported Units of Competency.

Volume I contains overview information on Training Packages, the packaging rules for the 34 national Printing and Graphic Arts qualifications and information on how to assess both individual units of competency and the national qualifications.

Individual units of competency are found under the relevant stream or group heading in the appropriate part of the Training Package.

Coverage

The ICP05 Printing and Graphic Arts Training Package covers all aspects of the printing and graphic arts industry from design through to the production of products in material or electronic form.

The printing and graphic arts industry is a major manufacturing industry in Australia and its products are used by every other industry sector.

Development of the Training Package

The genesis of the Training Package was the development of industry competency standards from 1993. Subsequently these were revised and revalidated in industry in the course of developing a system of workplace assessment. This project formed the basis of the ICP99 Printing and Graphic Arts Training Package.

In 2000 and 2003 a comprehensive review of the Training Package involving extensive industry consultations was undertaken and this current version incorporates the results of that review.

Changes to the Training Package

The main changes to the Training Package are:

- updating the standards to reflect technological developments and the resulting changes to workplace practice
- development of higher level technical units
- incorporation of process improvement and management skills
- minor revisions of most units, mainly in the provision of descriptors to clarify their

application and changes to the Performance Criteria or Range Statement. For full details of the changes refer to the Preliminary Information in this Volume.

How is this Training Package different?

The ICP05 Printing and Graphic Arts Training Package is an overall improvement on the previous ICP99 Printing and Graphic Arts Training Package as it:

- Offers a more diversified range of qualifications that better reflects a complex industry, giving more choice and flexibility to enterprises and individuals.
- Is more user-friendly for enterprises, particularly SMEs.
- Provides a sound balance between core and elective competencies across the technical and integrated processes.
- Includes a range of new and revised competencies that are flexible enough to be customised to an enterprise's specific operations and needs.
- Encapsulates the need of enterprises to have a selection of competencies across business, design and technology, in a single qualification.
- Addresses the need for formal qualifications in new and emerging sectors. Immediate examples of this include Digital Production, Graphic Design, Process Improvement, Corrugating, Sack and Bag, amongst others.
- Provides learning and articulated pathways for the attainment of competencies and ultimately, qualifications.
- Maintains the integrity of each qualification through the application of the qualification rules.
- Accommodates the evolving and emerging needs of a technologically advanced and changing industry.

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF, see the *AQF Implementation Handbook*. The 2007 version of the *AQF Implementation Handbook* is expected to be available on the Australian Qualifications Framework Advisory Board (AQFAB) website www.aqf.edu.au during September 2007, and in print in October 2007 (obtain the hard copy by contacting AQFAB on phone 03 9639 1606 or email at aqfab@curriculum.edu.au).

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the AQTF 2007 *Essential Standards for Registration*.

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with the advice provided in the current *AQF Implementation Handbook* and the AQTF 2007 *Essential Standards for Registration*.

Under the AQTF 2007, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate knowledge by recall in a narrow range of areas;
- demonstrate basic practical skills, such as the use of relevant tools;
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information.

Certificate II

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply known solutions to a limited range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources;
- take limited responsibility for own outputs in work and learning.

Certificate III

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including

group or team co-ordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge
- apply a range of well-developed skills
- apply known solutions to a variety of predictable problems
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information, using discretion and judgement
- take responsibility for own outputs in work and learning
- take limited responsibility for the output of others.

Certificate IV

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills. Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation

functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- evaluate information, using it to forecast for planning or research purposes
- take responsibility for own outputs in relation to broad quantity and quality parameters
- take some responsibility for the achievement of group outcomes.

Advanced Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of specialised knowledge with depth in some areas
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions
- generate ideas through the analysis of information and concepts at an abstract level
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
- demonstrate accountability for personal outputs within broad parameters
- demonstrate accountability for personal and group outcomes within broad parameters.

Vocational Graduate Certificate

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and

highly specialised contexts.

- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an abstract level.
- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

Vocational Graduate Diploma

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and within highly varied and highly specialised contexts.
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

Qualification Pathways

The following pathways charts are provided to show the types of pathways into and from qualifications that are possible with this Training Package. For more information about qualifications and pathways contact Innovation and Business Industry Skills Council (<http://www.ibsa.org.au>).

Skill Sets

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording "these competencies meet [insert skill set title or identified industry area] need" on the Statement of Attainment. This wording applies only to skill sets that are formally identified as such in the endorsed Training Package. See the 2007 edition of the AQF Implementation Handbook for advice on wording on Statements of Attainment the updated version is expected to be available on the AQFAB website www.aqf.edu.au during September 2007 and in print in October 2007.

Skill Sets in this Training Package

Where this section is blank, nationally recognised skill sets have yet to be identified in this industry.

Employability Skills

Employability Skills replacing Key Competency information from 2006

In May 2005, the approach to incorporate Employability Skills within Training Package qualifications and units of competency was endorsed. As a result, from 2006 Employability Skills will progressively replace Key Competency information in Training Packages.

Background to Employability Skills

Employability Skills are also sometimes referred to as generic skills, capabilities or Key Competencies. The Employability Skills discussed here build on the Mayer Committee's Key Competencies, which were developed in 1992 and attempted to describe generic competencies for effective participation in work.

The Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI), produced the *Employability Skills for the Future* report in 2002 in consultation with other peak employer bodies and with funding provided by the Department of Education, Science and Training (DEST) and the Australian National Training Authority (ANTA). Officially released by Dr Nelson (Minister for Education, Science and Training) on 23 May 2002, copies of the report are available from the DEST website at:

http://www.dest.gov.au/archive/ty/publications/employability_skills/index.htm.

The report indicated that business and industry now require a broader range of skills than the Mayer Key Competencies Framework and featured an Employability Skills Framework identifying eight Employability Skills*:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology.

The report demonstrated how Employability Skills can be further described for particular occupational and industry contexts by sets of facets. The facets listed in the report are the aspects of the Employability Skills that the sample of employers surveyed identified as being important work skills. These facets were seen by employers as being dependent both in their nature and priority on an enterprise's business activity.

*Personal attributes that contribute to employability were also identified in the report but are not part of the Employability Skills Framework.

Employability Skills Framework

The following table contains the Employability Skills facets identified in the report *Employability Skills for the Future*.

Skill	Facets
Communication that contributes to productive	Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type. <ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly

<p>and harmonious relations across employees and customers</p>	<ul style="list-style-type: none"> • writing to the needs of the audience • negotiating responsively • reading independently • empathising • using numeracy effectively • understanding the needs of internal and external customers • persuading effectively • establishing and using networks • being assertive • sharing information • speaking and writing in languages other than English
<p>Teamwork that contributes to productive working relationships and outcomes</p>	<ul style="list-style-type: none"> • working across different ages irrespective of gender, race, religion or political persuasion • working as an individual and as a member of a team • knowing how to define a role as part of the team • applying teamwork to a range of situations e.g. futures planning and crisis problem solving • identifying the strengths of team members • coaching and mentoring skills, including giving feedback
<p>Problem solving that contributes to productive outcomes</p>	<ul style="list-style-type: none"> • developing creative, innovative and practical solutions • showing independence and initiative in identifying and solving problems • solving problems in teams • applying a range of strategies to problem solving • using mathematics, including budgeting and financial management to solve problems • applying problem-solving strategies across a range of areas • testing assumptions, taking into account the context of data and circumstances • resolving customer concerns in relation to complex project issues
<p>Initiative and enterprise that contribute to innovative outcomes</p>	<ul style="list-style-type: none"> • adapting to new situations • developing a strategic, creative and long-term vision • being creative • identifying opportunities not obvious to others • translating ideas into action • generating a range of options • initiating innovative solutions
<p>Planning and organising that contribute to long and short-term strategic planning</p>	<ul style="list-style-type: none"> • managing time and priorities - setting time lines, coordinating tasks for self and with others • being resourceful • taking initiative and making decisions • adapting resource allocations to cope with contingencies • establishing clear project goals and deliverables • allocating people and other resources to tasks • planning the use of resources, including time management • participating in continuous improvement and planning processes • developing a vision and a proactive plan to accompany it

	<ul style="list-style-type: none"> • predicting - weighing up risk, evaluating alternatives and applying evaluation criteria • collecting, analysing and organising information • understanding basic business systems and their relationships
Self-management that contributes to employee satisfaction and growth	<ul style="list-style-type: none"> • having a personal vision and goals • evaluating and monitoring own performance • having knowledge and confidence in own ideas and visions • articulating own ideas and visions • taking responsibility
Learning that contributes to ongoing improvement and expansion in employee and company operations and outcomes	<ul style="list-style-type: none"> • managing own learning • contributing to the learning community at the workplace • using a range of mediums to learn - mentoring, peer support and networking, IT and courses • applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work) • having enthusiasm for ongoing learning • being willing to learn in any setting - on and off the job • being open to new ideas and techniques • being prepared to invest time and effort in learning new skills • acknowledging the need to learn in order to accommodate change
Technology that contributes to the effective carrying out of tasks	<ul style="list-style-type: none"> • having a range of basic IT skills • applying IT as a management tool • using IT to organise data • being willing to learn new IT skills • having the OHS knowledge to apply technology • having the appropriate physical capacity

Employability Skills Summary

An Employability Skills Summary exists for each qualification. Summaries provide a lens through which to view Employability Skills at the qualification level and capture the key aspects or facets of the Employability Skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of Employability Skills in learning and assessment strategies.

The following is important information for trainers and assessors about Employability Skills Summaries.

- Employability Skills Summaries provide examples of how each skill is applicable to the job roles covered by the qualification.
- Employability Skills Summaries contain general information about industry context which is further explained as measurable outcomes of performance in the units of competency in each qualification.
- The detail in each Employability Skills Summary will vary depending on the range of job roles covered by the qualification in question.
- Employability Skills Summaries are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be

designed by trainers and assessors after analysis at the unit level).

- Employability Skills Summaries contain information that may also assist in building learners' understanding of industry and workplace expectations.

Industry requirements for Employability Skills

IBSA has used the Generic Employability Skills Framework for IBSA Training Packages to further identify facets of Employability Skills that describe industry occupations for each IBSA Training Package qualification.

These facets were used to create an Employability Skills Summary for each qualification as an example of how facets would apply to one specific job role covered by the qualification. The text making up the Employability Skills Summary for each qualification was developed directly from the units of competency to ensure that the language and essence of the job role were appropriately reflected.

From the Employability Skills Summary, trainers and assessors can then work out how facets of Employability Skills would apply to other job roles relevant to the particular qualification they are using.

In this Training Package the Employability Skills Summary can be found at the end of each qualification.

Qualifications

ICP20105 Certificate II in Printing and Graphic Arts (General)

Qualification requirements: 14 units (3 core plus 11 elective units), plus any pre-requisite units.

Core Units

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 11 elective units (at least one unit must be chosen from at least 5 of the 6 industry areas):

Converting, Binding and Finishing

ICPCF202B Handline mail

ICPCF203B Collate and insert mail manually

ICPCF204B Operate addressing machine

ICPCF208B Set up and operate a cheque mailer machine

ICPCF209B Set up and operate in-line mail machine

ICPCF2101B Set up and run machine for sewing

ICPCF2104B Set up single-faced web

ICPCF2106B Set up double-faced web

ICPCF220B Produce basic converted or finished product

ICPCF221B Set up and produce basic guillotined product

ICPCF222B Set up and operate in-line cutter

ICPCF223B Set up machine for cutting (trimming)

ICPCF224B Produce cut (trimmed) product

ICPCF225B Set up machine for basic flat-bed die cutting or embossing

ICPCF226B Produce basic flat-bed die cut or embossed product

ICPCF227B Set up machine for basic rotary die cutting or embossing

ICPCF228B Produce basic rotary die cut or embossed product

ICPCF231B Set up machine for basic flat-bed cutting

ICPCF232B Produce basic flat-bed cut product ICPCF235B Set up machine for basic rotary

cutting

ICPCF236B Produce basic rotary cut product

ICPCF241B Set up machine for basic single or continuous folding

ICPCF242B Produce basic single or continuous folded product

ICPCF243B Set up machine for basic collating or inserting (sheet / section)

ICPCF244B Produce basic collated or inserted (sheet/section) product

ICPCF245B Set up and produce hand-collated or -inserted product

ICPCF261B Set up machine for basic adhesive, mechanical or thermal fastening

ICPCF262B Produce basic adhesive, mechanical or thermal fastened product

ICPCF263B Set up and produce hand-fastened product

ICPCF281B Set up machine for basic laminating

ICPCF282B Produce basic laminated product

ICPCF294B Set up profile cutting for envelope manufacture

ICPCF297B Clean sack and bag machines

ICPCF298B Run and monitor sack and bag machines

Multimedia

ICPMM263B Access and use the Internet

ICPMM296B Create and test a CD-ROM / DVD

Pre-press

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP222B Scan a line image

ICPPP223B Photograph a line image

ICPPP224B Produce pages using a page layout application

ICPPP225B Produce graphics using a graphics application

ICPPP226B Produce interactive PDF files

ICPPP227B Produce online PDF files

ICPPP231B Manually combine spot colour and basic four-colour images

ICPPP232B Electronically combine and assemble data

ICPPP252B Output images

ICPPP260B Proof images

ICPPP266B Produce relief plates

ICPPP267B Produce offset lithographic plates

ICPPP268B Make photopolymer plates (flexographic)

ICPPP269B Produce photopolymer plates for pad printing

ICPPP272B Produce gravure cylinders manually

ICPPP281B Design basic carton

ICPPP283B Prepare artwork for screen printing

Printing

ICPPR211B Mount and proof flexographic plates for basic printing

ICPPR214B Produce basic flexographic printed product

ICPPR222B Produce basic gravure printed product

ICPPR232B Produce basic lithographic printed product

ICPPR242B Produce basic pad printed product

ICPPR252B Produce basic relief printed product

ICPPR261B Set up for foil stamping

ICPPR262B Produce foil stamped product

ICPPR271B Set up for basic coating

ICPPR272B Produce basic coated product

ICPPR281B Set up and produce basic digital print

ICPPR282B Produce and manage basic digital print

Screen Printing

ICPSP211B Reclaim screen automatically

ICPSP215B Prepare screen

ICPSP221B Prepare substrate

ICPSP222B Prepare and cut screen print substrate

ICPSP223B Prepare film for screen printing

ICPSP231B Prepare stencil using computer or hand-cut method

ICPSP233B Manually prepare direct emulsion stencil

ICPSP235B Prepare stencil using photographic indirect method

ICPSP270B Manually prepare and produce screen prints

ICPSP271B Manually produce basic screen prints

ICPSP273B Semi-automatically produce basic screen prints

ICPSP275B Automatically produce basic screen prints

ICPSP281B Finish screen print products

Support

ICPSU201B Prepare, load and unload reels and cores on and off machine

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU211B Prepare ink and additives

ICPSU212B Prepare coatings and adhesives
ICPSU221B Pack and dispatch product
ICPSU222B Pack and dispatch solid waste
ICPSU224B Perform basic machine maintenance
ICPSU225B Perform small machine maintenance
ICPSU235B Lift loads mechanically
ICPSU236B Shift loads mechanically
ICPSU241B Undertake warehouse or stores materials processing
ICPSU243B Reconcile process outputs
ICPSU216B Inspect quality against required standards
ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B
Maintain a safe work environment
ICPSU262B Communicate in the workplace
ICPSU263B Perform basic industry calculations
ICPSU271B Provide basic instruction for a task
ICPSU280B Enter data into electronic system
ICPSU281B Use computer systems

Possible Pathways

- ICP30105 Certificate III in Printing and Graphic Arts (Graphic Design Production)
- ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre-press)
- ICP30305 Certificate III in Printing and Graphic Arts (Multimedia)
- ICP30505 Certificate III in Printing and Graphic Arts (Printing)
- ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)
- ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)
- ICP30805 Certificate III in Printing and Graphic Arts (Sacks and Bags)
- ICP30905 Certificate III in Printing and Graphic Arts (Cartons and Corrugating)
- ICP31005 Certificate III in Printing and Graphic Arts (Mail House)
- ICP31105 Certificate III in Printing and Graphic Arts (Ink Manufacture)

Employability Skills for ICP20105 Certificate II in Printing and Graphic Arts (General)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• completing production records accurately• providing feedback to internal and external clients about printing and in line processes and specifications• reporting problems and machine faults to supervisors
Teamwork	<ul style="list-style-type: none">• operating production processes with fellow workers and communicating with workers involved in prior and subsequent processes
Problem solving	<ul style="list-style-type: none">• conducting a sample run of a folding machine, inspecting the product and adjusting the machine to meet production requirements
Initiative and enterprise	<ul style="list-style-type: none">• anticipating production difficulties and taking preventative action• contributing to OHS management and raising issues with designated personnel
Planning and organising	<ul style="list-style-type: none">• collating details of job and machine specifications and printing processes to ensure efficient production
Self management	<ul style="list-style-type: none">• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions
Technology	<ul style="list-style-type: none">• operating machines such as folders and lithographic printers• using computerised control, monitoring and data entry systems• using information technology such as computer hardware and software to access data from files

ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing)

Qualification requirements: 14 units (8 core and 6 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICPMM263B Access and use the Internet

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP224B Produce pages using a page layout application

ICPPP225B Produce graphics using a graphics application

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 6 elective units from the list below. No more than two Certificate III level units can be chosen.

BSBCM208A Deliver a service to customers

ICAB4135B Create a simple mark-up language document to specification

ICPMM321B Capture a digital image

ICPMM322B Edit a digital image

ICPPP222B Scan a line image

ICPPP226B Produce interactive PDF files

ICPPP227B Produce online PDF files

ICPPP232B Electronically combine and assemble data

ICPPP252B Output images

ICPPP260B Proof images

ICPPP321B Produce a typographic image

ICPPP322B Digitise images for reproduction

ICPPR281B Set up and produce basic digital print

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Assistant desktop publisher
- Pre-press worker

Possible Pathways

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

- ICP30105 Certificate III in Printing and Graphic Arts (Graphic Design Production)
- ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre-press)
- ICP30305 Certificate III in Printing and Graphic Arts (Multimedia)
- ICP30505 Certificate III in Printing and Graphic Arts (Printing)
- ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing).

Employability Skills for ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • completing production records accurately • providing feedback to internal and external clients about printing and in line processes and specifications • reporting problems and machine faults to supervisors
Teamwork	<ul style="list-style-type: none"> • operating production processes with fellow workers and communicating with workers involved in prior and subsequent processes
Problem solving	<ul style="list-style-type: none"> • evaluating and proofing own work • selecting production criteria to ensure client needs are met
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action • contributing to OHS management and raising issues with designated person
Planning and organising	<ul style="list-style-type: none"> • collating details of job and machine specifications and printing processes to ensure efficient production • setting preferences, document summaries and search index options according to the requirements of the brief
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP20305 Certificate II in Printing and Graphic Arts (Instant Print)

Qualification requirements: 14 units (7 core and 7 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

BSBCM208A Deliver a service to customers

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 units from the list below.

BSBSLS302A Identify sales prospects

ICPCF221B Set up and produce basic guillotined product

ICPCF241B Set up machine for basic single or continuous folding

ICPCF242B Produce basic single or continuous folded product

ICPCF243B Set up machine for basic collating (sheet / section)

ICPCF244B Produce basic collated (sheet / section) product

ICPCF245B Set up and produce hand-collated product or -inserted product

ICPCF261B Set up machine for basic adhesive, mechanical or thermal fastening

ICPCF262B Produce basic adhesive, mechanical or thermal fastened product

ICPCF263B Set up and produce hand-fastened product

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP222B Scan a line image
ICPPP223B Photograph a line image
ICPPP224B Produce pages using a page layout application
ICPPP252B Output images
ICPPP383B Prepare for personalised digital printing
ICPPP385B Operate a database for digital printing
ICPPP395B Transfer digital files
ICPPR281B Set up and produce basic digital print
ICPPR282B Produce and manage basic digital print
ICPSU207B Prepare machine for operation (basic)
ICPSU208B Operate and monitor machines (basic)
ICPSU211B Prepare ink and additives
ICPSU221B Pack and dispatch product
ICPSU225B Perform small machine maintenance OR ICPSU224B Perform basic machine maintenance
ICPSU281B Use computer systems
ICPSU357B Apply quick changeover procedures
WRRS1B Sell products and services

Possible Careers

- Instant print operator

Possible Pathways

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

- ICP30405 Certificate III in Printing and Graphic Arts (Instant Print)
- ICP30505 Certificate III in Printing and Graphic Arts (Printing).

Employability Skills for ICP20305 Certificate II in Printing and Graphic Arts (Instant Print)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• conveying information between production workers and stores people• interpreting job sheets and instructions correctly• reporting problems and faults to supervisors
Teamwork	<ul style="list-style-type: none">• finalising document finishing requirements with co-workers• working with others to ensure that the correct consumables and materials are available for production
Problem solving	<ul style="list-style-type: none">• calculating run and completion times for digital print jobs• monitoring production quality and making minor adjustments to processes• troubleshooting operation of a digital print system• visually identifying faulty materials and removing them
Initiative and enterprise	<ul style="list-style-type: none">• identifying opportunities to enhance the quality of services and products
Planning and organising	<ul style="list-style-type: none">• checking availability of job related components• organising appropriate equipment for transferring materials• selecting tools and applying them to measurement tasks
Self management	<ul style="list-style-type: none">• selecting and using personal protective equipment
Learning	<ul style="list-style-type: none">• seeking assistance from supervisors to address customer needs• giving and following simple routine instructions
Technology	<ul style="list-style-type: none">• using and performing basic maintenance on printing machinery such as fastening machines• using information technology such as computer hardware and software to access data from files• using measuring tools such as scales, pH meters and screen ruling gauges

ICP20405 Certificate II in Printing and Graphic Arts (Print Production Support)

Qualification requirements: 14 units (9 core and 5 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

ICPSU357B Apply quick changeover procedures

*(Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.)

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 5 elective units from the following list.

ICPCF222B Set up and operate in-line cutter

ICPCF242B Produce basic single or continuous folded product

ICPCF244B Produce basic collated (sheet / section) product

ICPCF262B Produce basic adhesive, mechanical or thermal fastened product

ICPCF263B Set up and produce hand-fastened product

ICPCF281B Set up machine for basic laminating

ICPCF282B Produce basic laminated product
ICPPR271B Set up for basic coating
ICPPR272B Produce basic coated product
ICPSU221B Pack and dispatch product
ICPSU222B Pack and dispatch solid waste
ICPSU224B Perform basic machine maintenance
ICPSU225B Perform small machine maintenance
ICPSU235B Lift loads mechanically
ICPSU236B Shift loads mechanically
ICPSU241B Undertake warehouse or stores materials processing
ICPSU280B Enter data into electronic system
ICPSU281B Use computer systems
ICPSU323B Dispose of waste
ICPSU342B Undertake inventory procedures

Possible Careers

- Print offsider

Possible Pathways

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

- ICP30505 Certificate III in Printing and Graphic Arts (Printing)
- ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)
- ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing).

Employability Skills for ICP20405 Certificate II in Printing and Graphic Arts (Print Production Support)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • completing documentation for the dispatch of product • reading and interpreting job requirements from documents or production control systems • obtaining client okay for production to proceed after a proof is produced
Teamwork	<ul style="list-style-type: none"> • liaising with printers, transport suppliers and customers to ensure product arrives undamaged and on time • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • conducting a proof run for coating products and adjusting settings to ensure production specifications are attained • identifying and rectifying defects, irregularities and discrepancies when packing and dispatching products
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action • recommending improvements to quick changeover procedures
Planning and organising	<ul style="list-style-type: none"> • preparing for changeover of product by analysing timing, tools needed and availability of materials • selecting and preparing a suitable area for packaging finished product
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly • making adjustments to machines according to specified procedures and consistent with own skill level
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • operating production machines and load shifting equipment • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP20505 Certificate II in Printing and Graphic Arts (Screen Printing)

Qualification requirements: 14 units (10 core and 4 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICPPP283B Prepare artwork for screen printing

ICPSP211B Reclaim screen automatically

ICPSP215B Prepare screen

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU211B Prepare ink and additives

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 4 units from the following lists.

Choose at least one of the following "Basic"/ units.

ICPSP271B Manually produce basic screen prints

OR

ICPSP273B Semi-automatically produce basic screen prints

OR

ICPSP275B Automatically produce basic screen prints

Choose any 3 of the following units.

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP222B Scan a line image
ICPPP223B Photograph a line image
ICPPP224B Produce pages using a page layout application
ICPPP231B Manually combine spot colour and basic four-colour images
ICPPP232B Electronically combine and assemble data
ICPPP252B Output images
ICPPR341B Set up for basic pad printing
ICPPR242B Produce basic pad printed product
ICPPR281B Set up and produce basic digital print
ICPPR282B Produce and manage basic digital print
ICPSP221B Prepare substrate
ICPSP222B Prepare and cut screen print substrate
ICPSP223B Prepare film for screen printing
ICPSP231B Prepare stencil using computer or hand-cut method
ICPSP270B Manually prepare and produce screen prints
ICPSP271B Manually produce basic screen prints
ICPSP273B Semi-automatically produce basic screen prints
ICPSP275B Automatically produce basic screen prints
ICPSP281B Finish screen print products
ICPSU212B Prepare coatings, adhesives
ICPSU221B Pack and dispatch product
ICPSU222B Pack and dispatch solid waste
ICPSU224B Perform basic machine maintenance
ICPSU235B Lift loads mechanically
ICPSU236B Shift loads mechanically
ICPSU241B Undertake warehouse or stores materials processing
ICPSU281B Use computer systems

Possible Careers

- Attendant screen printer

Possible Pathways

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

- ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)
- ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing).

Employability Skills for ICP20505 Certificate II in Printing and Graphic Arts (Screen Printing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Communication	<p>Industry/enterprise requirements for this qualification include:</p> <ul style="list-style-type: none"> • providing feedback to internal and external clients about printing and in line processes and specifications • seeking approval to commence production after a proof has been produced • using design and typographic terms when discussing screen printing jobs
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers • liaising with printers, transport suppliers and customers to ensure product arrives undamaged and on time
Problem solving	<ul style="list-style-type: none"> • identifying, reporting and/or rectifying faults found in screens • producing a proof screen print and checking it for colour, strength, clarity etc. and making adjustments
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action
Planning and organising	<ul style="list-style-type: none"> • determining a plan of procedure for screen printing based on job requirements • selecting inks and additives for print processes based on suitability for purpose
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly • selecting and wearing appropriate safety gear when reclaiming screens
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP20605 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)

Qualification requirements: 14 units (3 core and 11 elective units) plus any specified pre-requisite units.

Given the huge variety of roles and technology used in this sector the printing industry, this qualification is made up of 14 units of competency with most coming from the Converting, Binding and Finishing and the Support streams of competency standards at Certificate II level. Only two units of competency from Certificate III level may be chosen.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards or ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 11 elective units from the list below.

ICPCF220B Produce basic converted or finished product

ICPCF221B Set up and produce basic guillotined product

ICPCF222B Set up and operate in-line cutter

ICPCF223B Set up machine for cutting (trimming)

ICPCF224B Produce cut (trimmed) product

ICPCF225B Set up machine for basic flat-bed die cutting or embossing

ICPCF226B Produce basic flat-bed die cut or embossed product

ICPCF227B Set up machine for basic rotary die cutting or embossing

ICPCF228B Produce basic rotary die cut or embossed product

ICPCF231B Set up machine for basic flat-bed cutting

ICPCF232B Produce basic flat-bed cut product

ICPCF235B Set up machine for basic rotary cutting

ICPCF236B Produce basic rotary cut product

ICPCF241B Set up machine for basic single or continuous folding

ICPCF242B Produce basic single or continuous folded product

ICPCF243B Set up machine for basic collating or inserting (sheet / section)

ICPCF244B Produce basic collated (sheet/section) product

ICPCF261B Set up machine for basic adhesive, mechanical or thermal fastening

ICPCF262B Produce basic adhesive, mechanical or thermal fastened product

ICPCF263B Set up and produce hand-fastened product

ICPCF281B Set up machine for basic laminating

ICPCF282B Produce basic laminated product

ICPCF294B Set up profile cutting for envelope manufacture

ICPCF2101B Set up and run machine for sewing

ICPSU120B Pack product

ICPSU201B Prepare, load and unload reels and cores on and off machine

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU211B Prepare ink and additives

ICPSU212B Prepare coatings, adhesives

ICPSU221B Pack and dispatch product

ICPSU222B Pack and dispatch solid waste

ICPSU224B Perform basic machine maintenance

ICPSU225B Perform small machine maintenance

ICPSU235B Lift loads mechanically

ICPSU236B Shift loads mechanically

ICPSU241B Undertake warehouse or stores materials processing

ICPSU243B Reconcile process outputs

ICPSU263B Perform basic industry calculations

ICPSU271B Provide basic instruction for a task

ICPSU280B Enter data into electronic system

ICPSU281B Use computer systems

Possible careers

- Assistant machinist
- Bench hand

Possible pathways

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

- ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)
- ICP30805 Certificate III in Printing and Graphic Arts (Sacks and Bags).

Employability Skills for ICP20605 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • labelling packaged goods before shipment • reading and interpreting job requirements from documents or production control systems
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • identifying and rectifying defects, irregularities and discrepancies when packing and dispatching products
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action
Planning and organising	<ul style="list-style-type: none"> • organising raw materials required to set up and produce hand fastened products
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly • making adjustments to machines according to specified procedures and consistent with own skill level
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files • using machinery such as pallet wrapping equipment and guillotines

ICP20705 Certificate II in Printing and Graphic Arts (Sacks and Bags)

Qualification requirements: 14 units (5 core and 9 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B
Maintain a safe work environment

ICPSU262B Communicate in the workplace

* Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 9 elective units from the list below.

ICPCF2102B Set up and machine for sewing

ICPCF242B Produce basic single or continuous folded product

ICPCF281B Set up machine for basic laminating

ICPCF297B Clean sack and bag machines

ICPCF298B Run and monitor sack and bag machines

ICPCF310B Run and monitor in-line tube making for sack or bag manufacture

ICPCF399B Run and monitor in-line bottom making for sack or bag manufacture

ICPPR314B Produce basic flexographic printed product

ICPSU120B Pack product

ICPSU207B Prepare machine for operation (basic)

ICPSU221B Pack and dispatch product

ICPSU225B Perform small machine maintenance

ICPSU236B Shift loads mechanically

ICPSU280B Enter data into an electronic system

ICPSU357B Apply quick changeover procedures

ICPSU389B Undertake basic root cause analysis

Possible Careers

- Offsider
- Sack / bag maker
- General operator

Possible Pathways

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

- ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)
- ICP30805 Certificate III in Printing and Graphic Arts (Sacks and Bags).

Employability Skills for ICP20705 Certificate II in Printing and Graphic Arts (Sacks and Bags)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • checking job specifications for details of requirements • documenting consumables used when maintaining small machines for reordering purposes • labelling packaged goods before shipment
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • documenting and reporting obvious faults and wear, on sack and bag machines • taking samples of products, checking the samples against specifications and adjusting machines to bring products into specifications
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action • recommending improvements to quick changeover procedures
Planning and organising	<ul style="list-style-type: none"> • organising tools required to set up and adjust machines for bag manufacture
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using machinery such as pallet wrapping equipment and sack and bag machines

ICP20805 Certificate II in Printing and Graphic Arts (Cartons)

Qualification requirements: 14 units (8 core and 6 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- *ICPSU262B Communicate in the workplace.*

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

* Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 6 elective units from the list below.

ICPCF2104B Set up single-faced web

ICPCF2106B Set up double-faced web

ICPCF2108B Produce basic folded and glued cartons

ICPCF220B Produce basic converted or finished product

ICPCF221B Set up and produce basic guillotined product

ICPCF231B Set up machine for basic flat-bed cutting

ICPCF232B Produce basic flat-bed cut product

ICPCF235B Set up machine for basic rotary cutting

ICPCF236B Produce basic rotary cut product
ICPCF241B Set up machine for basic single or continuous folding
ICPCF242B Produce basic single or continuous folded product
ICPCF261B Set up machine for basic adhesive, mechanical or thermal fastening
ICPCF262B Produce basic adhesive, mechanical or thermal fastened product
ICPCF281B Set up machine for basic laminating
ICPCF282B Produce basic laminated product
ICPCF3105B Produce single-faced web
ICPCF3107B Produce double-faced web
ICPCF311B Prepare for cutting forme and stripper making
ICPCF312B Set cutting forme and strippers
ICPPP268B Make photopolymer plates (flexographic)
ICPPP281B Design basic carton
ICPPR211B Mount and proof flexographic plates for basic printing
ICPPR213B Set up for basic flexographic printing
ICPPR261B Set up for foil stamping
ICPPR262B Produce foil stamped product
ICPPR271B Set up for basic coating
ICPPR272B Produce basic coated product
ICPSU211B Prepare ink and additives
ICPSU212B Prepare coatings, adhesives
ICPSU221B Pack and dispatch product
ICPSU222B Pack and dispatch solid waste
ICPSU236B Shift loads mechanically
ICPSU241B Undertake warehouse or stores materials processing
ICPSU263B Perform basic industry calculations
ICPSU271B Provide basic instruction for a task
ICPSU281B Use computer systems
ICPSU323B Treat and dispose of liquid waste
ICPSU235B Lift loads mechanically

Possible careers

- Machine operator

Possible Pathways

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

- ICP30905 Certificate III in Printing and Graphic Arts (Cartons and Corrugating).

Employability Skills for ICP20805 Certificate II in Printing and Graphic Arts (Cartons)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • checking job specifications for details of requirements • documenting consumables used when maintaining small machines for reordering purposes • labelling packaged goods before shipment
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • taking samples of products, checking the samples against specifications and adjusting machines to bring products into specifications
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating production difficulties and taking preventative action
Planning and organising	<ul style="list-style-type: none"> • checking the availability of job related components • organising appropriate equipment for transferring materials • selecting tools and planning for basic machine maintenance
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using machinery such as pallet wrapping equipment and flat bed cutting machines

ICP20905 Certificate II in Printing and Graphic Arts (Corrugating)

Qualification requirements: 14 units (8 core and 6 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 6 elective units from the list below.

ICPCF2104B Set up single-faced web

ICPCF2106B Set up double-faced web

ICPCF3105B Produce single-faced web

ICPCF3107B Produce double-faced web

ICPSU222B Pack and dispatch solid waste

ICPSU235B Lift loads mechanically

ICPSU236B Shift loads mechanically

ICPSU241B Undertake warehouse or stores materials processing

ICPSU271B Provide basic instruction for a task

ICPSU280B Enter data into electronic system

Possible careers

- Machine operator

Possible Pathways

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

- ICP30905 Certificate III in Printing and Graphic Arts (Cartons and Corrugating).

Employability Skills for ICP20905 Certificate II in Printing and Graphic Arts (Corrugating)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• checking job specifications for details of requirements• documenting consumables used when maintaining small machines for reordering purposes• reading and interpreting job specifications from documents and data systems
Teamwork	<ul style="list-style-type: none">• operating production processes and shutting down machinery in association with fellow workers
Problem solving	<ul style="list-style-type: none">• taking samples of products, checking the samples against specifications and adjusting machines to bring products into specifications
Initiative and enterprise	<ul style="list-style-type: none">• anticipating production difficulties and taking preventative action
Planning and organising	<ul style="list-style-type: none">• checking the availability of job related components• organising appropriate equipment for transferring materials• selecting tools and planning for basic machine maintenance
Self management	<ul style="list-style-type: none">• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions
Technology	<ul style="list-style-type: none">• operating machines to produce corrugated paper and cardboard products• using computerised control, monitoring and data entry systems

ICP21005 Certificate II in Printing and Graphic Arts (Mail House)

Qualification requirements: 14 units (8 core and 6 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- *ICPSU262B Communicate in the workplace.*

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance OR

ICPSU225B Perform small machine maintenance

ICPSU243B Reconcile process outputs

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

TDTA4101A Manually sort mail and parcels

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 6 elective units from the list below.

ICPCF105B Operate in-line mail machine

ICPCF202B Handline mail

ICPCF203B Collate and insert mail manually

ICPCF204B Operate addressing machine

ICPCF208B Set up and operate a cheque mailer machine

ICPCF223B Set up machine for cutting (trimming)

ICPCF224B Produce cut (trimmed) product

ICPCF225B Set up machine for basic flat-bed die cutting or embossing

ICPCF231B Set up machine for basic flat-bed cutting

ICPCF232B Produce basic flat-bed cut product

ICPCF245B Set up and produce hand-collated product or -inserted product

ICPPR282B Produce and manage basic digital print

ICPSU120B Pack product

ICPSU235B Lift loads mechanically

ICPSU236B Shift loads mechanically

ICPSU280B Enter data into an electronic system

ICPSU389B Undertake basic root cause analysis

TDTA4301A Consolidate mail

TDTA4701A Stream mail

TDTW601A Operate computerised mail and parcels sorting equipment

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Mail house operators

Possible Pathways

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

- ICP31005 Certificate III in Printing and Graphic Arts (Mail House).

Employability Skills for ICP21005 Certificate II in Printing and Graphic Arts (Mail House)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

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

ICP21105 Certificate II in Printing and Graphic Arts (Ink Manufacture)

Qualification requirements: 14 units (7 core and 7 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPIM211B Select and prepare materials for production

ICPIM221B Blend chemicals

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 elective units from the list below.

ICPIM251B Filter and pack product

ICPIM331B Manufacture inks and coatings

ICPIM335B Manufacture varnish and resin

ICPSU221B Pack and dispatch product

ICPSU222B Pack and dispatch solid waste

ICPSU224B Perform basic machine maintenance

ICPSU235B Lift loads mechanically

ICPSU236B Shift loads mechanically

ICPSU241B Undertake warehouse or stores materials processing

ICPSU281B Use computer systems

ICPSU323B Dispose of waste

Possible careers

- Ink mixer

Possible pathways

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

- ICP31105 Certificate III in Printing and Graphic Arts (Ink Manufacture).

Employability Skills for ICP21105 Certificate II in Printing and Graphic Arts (Ink Manufacture)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• completing records, logs and checklists• documenting consumables used when maintaining small machines for reordering purposes• documenting ink manufacture• reading and interpreting job requirements
Teamwork	<ul style="list-style-type: none">• liaising with subcontractors, printers and waste agencies when disposing of waste• manufacturing inks and coatings in association with fellow workers
Problem solving	<ul style="list-style-type: none">• identifying quality problems and adjusting the equipment/mix to correct them
Initiative and enterprise	<ul style="list-style-type: none">• anticipating production difficulties and taking preventative action• recommending changes to waste disposal procedures
Planning and organising	<ul style="list-style-type: none">• organising appropriate equipment for transferring materials• selecting and organising chemicals, inks, materials and equipment to manufacture ink• selecting tools and planning for basic machine maintenance
Self management	<ul style="list-style-type: none">• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions
Technology	<ul style="list-style-type: none">• checking weighing and measuring devices for accuracy and recalibrating them if necessary• using computerised control, monitoring and data entry systems

ICP30105 Certificate III in Printing and Graphic Arts (Graphic Design Production)

Qualification requirements: 18 units (14 core and 4 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

CUVCRS05B Use typography techniques for design work

ICPKN311B Apply knowledge of the graphic pre-press

ICPMM322B Edit a digital image

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP224B Produce pages using a page layout application

ICPPP225B Produce graphics using a graphics application

ICPPP252B Output images

ICPPP311B Develop a detailed design concept

ICPPP324B Create pages using a page layout application

ICPPP395B Transfer digital files

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 4 elective units from the list below.

BSBADV401A Profile a target audience

BSBMKG407A Make a presentation

CUFMEM08A Apply principles of instructional design to a multimedia product

CUVCOR07B Use drawing techniques to represent the object or idea

CUVCOR08B Produce drawings to represent and communicate the concept

CUVDES02B Apply the design process to 2-dimensional work in response to a brief

CUVDES04B Integrate colour theory and design processes in response to a brief

ICPMM321B Capture a digital image

ICPPP435B Generate complex imposition

ICPPP222B Scan a line image

ICPPP226B Produce interactive PDF files

ICPPP260B Proof images

ICPPP325B Create graphics using a graphics application

ICPPP334B Prepare an imposition format for printing processes

ICPPP352B Output complex images

ICPPP361B Undertake digital proofing

ICPPP411B Undertake a complex design brief

ICPPP421B Compose and evaluate typography

ICPPP423B Apply colour to design brief

ICPPP430B Manage colour

ICPPP452B Output complex images direct to plate or press

ICPSU351B Undertake basic production scheduling

ICPSU381B Operate and maintain computer resources

ICPSU456B Control production

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Desktop publisher
- Assistant graphic artist

Possible Pathways

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

- ICP40205 Certificate IV in Printing and Graphic Arts (Multimedia)
- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales).

Employability Skills for ICP30105 Certificate III in Printing and Graphic Arts (Graphic Design Production)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • identifying and clarifying colour requirements from the brief • reading and interpreting job requirements
Teamwork	<ul style="list-style-type: none"> • working with clients to develop a brief
Problem solving	<ul style="list-style-type: none"> • monitoring production quality and making minor adjustments to processes • trialling typography, designs and colours that may fit the brief and evaluating them against selection criteria
Initiative and enterprise	<ul style="list-style-type: none"> • identifying and accessing relevant sources of information about design processes
Planning and organising	<ul style="list-style-type: none"> • identifying and collecting resources such as equipment, tools, materials and techniques for the development of graphic designs
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly • working within moral, copyright, intellectual property and legislative requirements and policies
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using colour tools to inform choice of colours • using information technology such as computer hardware and software to access data from files

ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre-press)

Qualification requirements: 20 units (15 core and 5 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPKN311B Apply knowledge of the graphic pre-press sector

ICPMM263B Access and use the Internet

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP224B Produce pages using a page layout application

ICPPP225B Produce graphics using a graphics application

ICPPP252B Output images

ICPPP321B Produce a typographic image

ICPPP322B Digitise images for reproduction

ICPPP324B Create pages using a page layout application

ICPPP334B Prepare an imposition format for printing processes

ICPPP386B Undertake digital proofing

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 5 elective units from the list below.

IMPORTANT: Several units of competency in this elective group are considered to have limited application by the industry and therefore no more than one of these units should be chosen as an elective. See details below.

CUFIMA03A Create 2D digital animation

ICAB4135B Create a simple mark-up language document to specification
ICAU4207B Apply web authoring tool to convert client data for websites
ICPMM296B Create and test a CD-ROM / DVD
ICPMM321B Capture a digital image
ICPMM322B Edit a digital image
ICPMM344B Manipulate and incorporate audio into multimedia presentations
ICPMM346B Incorporate video into multimedia presentations
ICPPP226B Produce interactive PDF files OR ICP227B Produce online PDF files
ICPPP266B Produce relief plates
ICPPP267B Produce offset lithographic plates
ICPPP268B Make photopolymer plates (flexographic)
ICPPP269B Produce photopolymer plates for pad printing
ICPPP325B Create graphics using a graphics application
ICPPP328B Generate high-end PDF files
ICPPP370B Produce multiple image plates
ICPPP372B Produce gravure cylinders electronically
ICPPP385B Operate a database for digital printing
ICPPP395B Transfer digital files
ICPPP430B Manage colour
ICPPR281B Set up and produce basic digital print
ICPPR282B Produce and manage basic digital print
ICPPR383B Prepare for personalised digital printing
ICPSU345B Purchase materials and schedule deliveries
WRRO2B Manage sales and service delivery

The following units of competency are considered to have limited application by the industry and therefore no more than one of these units should be chosen as an elective.

ICPPP223B Photograph a line image
ICPPP231B Manually combine spot colour and basic four-colour images
ICPPP272B Produce gravure cylinders manually
ICPPP331B Manually combine complex four-colour images

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Pre-press operator
- Pre-press technician

Possible Pathways

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

- ICP40105 Certificate IV in Printing and Graphic Arts (Graphic Pre-press)
- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales).

Employability Skills for ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre-press)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • communicating with clients and supervisors to confirm design briefs and to gain approval of proofs for production • reading and interpreting job requirements
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • adjusting fit, maximising efficiency of imposition and using colour correction to meet the requirements of the brief • monitoring production quality and making minor adjustments to processes • resolving specific problems for example with graphics applications
Initiative and enterprise	<ul style="list-style-type: none"> • monitoring and implementing new technology and work processes
Planning and organising	<ul style="list-style-type: none"> • accessing data on software capabilities and production requirements and matching them to the job brief • gathering client information relevant to producing multiple image plates
Self management	<ul style="list-style-type: none"> • following obligations involved in copyright in work practices • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access and store data from files

ICP30305 Certificate III in Printing and Graphic Arts (Multimedia)

Qualification requirements: 18 units (14 core and 4 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICAB4135B Create a simple mark-up language document to specification

ICPKN315B Apply knowledge and requirements of the multimedia sector

ICPMM263B Access and use the Internet

ICPMM322B Edit a digital image

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP224B Produce pages using a page layout application

ICPPP225B Produce graphics using a graphics application

ICPPP252B Output images

ICPPP324B Create pages using a page layout application

ICPPP395B Transfer digital files

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 4 elective units from the following list.

BSBCM310A Deliver and monitor a service to customers

BSBCM312A Support innovation and change

CUFIMA03A Create 2D digital animation

CUFMEM03A Integrate and use scripting language in authoring a multimedia product

CUFMEM12A Update web pages

CUVDES02B Apply the design process to 2-dimensional work in response to a brief
ICAB4135B Create a simple mark-up language document to specification
ICAB4163B Create a common gateway interface script
ICAB4169B Use development software and IT tools to build a basic website
ICAB4171B Develop cascading style sheets
ICAD4198B Develop guidelines for uploading information to a website
ICAD5210B Analyse information and assign meta-tags
ICAI4189B Ensure website content meets technical protocols and standards
ICAU4207B Apply web authoring tool to convert client data for websites
ICPMM296B Create and test a CD-ROM / DVD
ICPMM321B Capture a digital image
ICPMM344B Manipulate and incorporate audio into multimedia presentations
ICPMM346B Incorporate video into multimedia presentations
ICPPP226B Produce interactive PDF files OR ICPPP227B Produce online PDF files
ICPPP311B Develop a detailed design concept
ICPPP325B Create graphics using a graphics application
ICPPP328B Generate high-end PDF files
ICPPP334B Prepare an imposition format for printing processes
ICPPP361B Undertake digital proofing
ICPPP385B Operate a database for digital printing
ICPSU351B Undertake basic production scheduling
ICPSU381B Operate and maintain computer resources
ICPSU456B Control production

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Multimedia content author
- Multimedia graphic designer
- Multimedia/graphic design assistant
- Website designer
- Electronic publisher
- Assistant desktop publisher
- Pre-press worker
- Multimedia production technician

Possible Pathways

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

- ICP40105 Certificate IV in Printing and Graphic Arts (Graphic Pre-press)
- ICP40205 Certificate IV in Printing and Graphic Arts (Multimedia).

Employability Skills for ICP30305 Certificate III in Printing and Graphic Arts (Multimedia)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• accurately using print industry terminology and vocabulary• reading and interpreting job requirements
Teamwork	<ul style="list-style-type: none">• operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none">• eliminating or treating defects in sound recording• monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none">• monitoring trends and international standards in the printing industry and using the information to inform personal work practices
Planning and organising	<ul style="list-style-type: none">• implementing the principles of efficient production management• planning the production of page layout and graphics
Self management	<ul style="list-style-type: none">• following principles and obligations of copyright in personal work practices• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions• maintaining knowledge of industry trends
Technology	<ul style="list-style-type: none">• applying multimedia platforms and computer systems when producing multimedia products• using computerised control, monitoring and data entry systems• using information technology such as computer hardware and software to access data from files

ICP30405 Certificate III in Printing and Graphic Arts (Instant Print)

Qualification requirements: 18 units (14 core and 4 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

BSBCM208A Deliver a service to customers

BSBSBM301A Research business opportunities

ICPPR281B Set up and produce basic digital print

ICPPR282B Produce and manage basic digital print

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B
Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

ICPSU281B Use computer systems

ICPSU342B Undertake inventory procedures

ICPSU351B Undertake basic production scheduling

WRRS1B Sell products and services

WRRS2B Advise on products and services

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 4 elective units from the list below, 2 of which must be Certificate III level units or above

BSBCM306A Produce business document

BSBSBM402A Undertake financial planning

BSBSBM404A Undertake business planning

ICAB4135B Create a simple mark-up language document to specification

ICPCF221B Set up and produce basic guillotined product

ICPCF225B Set up machine for basic flat-bed die cutting or embossing
ICPCF226B Produce basic flat-bed die cut or embossed product
ICPCF231B Set up machine for basic flat-bed cutting
ICPCF232B Produce basic flat-bed cut product
ICPCF241B Set up machine for basic single or continuous folding
ICPCF242B Produce basic single or continuous folded product
ICPCF243B Set up machine for basic collating (sheet / section)
ICPCF244B Produce basic collated (sheet / section) product
ICPCF281B Set up machine for basic laminating
ICPCF282B Produce basic laminated product
ICPCF381B Set up machine for complex laminating
ICPCF382B Produce complex laminated product
ICPPP224B Produce pages using a page layout application
ICPPP226B Produce interactive PDF files OR ICPPP227A Produce online PDF files
ICPPP266B Make and proof relief plates
ICPPP268B Make photopolymer plates (flexographic)
ICPPP269B Produce photopolymer plates for pad printing
ICPPP328B Generate high-end PDF files
ICPPP334B Prepare an imposition format for printing processes
ICPPP352B Output complex images
ICPPP370B Make multiple image plates
ICPPP385B Operate a database for digital printing
ICPPP395B Transfer digital files
ICPPP452B Output complex images direct to plate or press
ICPPP484B Set up and operate automated workflow
ICPPR271B Set up for basic coating
ICPPR272B Produce basic coated product
ICPPR382B Produce and manage complex digital print
ICPPR383B Prepare for personalised digital printing
ICPPR471B Set up for complex coating
ICPPR472B Produce complex coated product
ICPPR481B Set up and produce complex digital print
ICPPR484B Prepare for variable data printing
ICPSP211B Reclaim screen manually
ICPSP215B Prepare screen
ICPSP222B Prepare and cut screen print substrate

ICPSP223B Prepare film for screen printing
ICPSP270B Manually prepare and produce screen prints
ICPSP273B Semi-automatically produce basic screen prints
ICPSP275B Automatically produce basic screen prints
ICPSP351B Prepare machine and drying / curing unit
ICPSP374B Operate a semi-automatic screen printing machine
ICPSP382B Produce computer image for screen printing
ICPSU485B Implement a Just-in-Time (JIT) system
WRRO2B Manage sales and service delivery

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Instant print manager

Possible Pathways

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

- ICP40805 Certificate IV in Printing and Graphic Arts (Sales / Management).

Employability Skills for ICP30405 Certificate III in Printing and Graphic Arts (Instant Print)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• communicating with production managers and suppliers about materials• liaising with clients about productivity options, quality expectations and print costs• reading and interpreting job requirements and briefs
Teamwork	<ul style="list-style-type: none">• identifying production capacity and constraints for work groups• liaising with internal and external production operators to determine start and duration times for print runs• operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none">• maintaining and adjusting machine settings to ensure productivity, speed and quality are achieved• monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none">• identifying productivity options for digital print systems
Planning and organising	<ul style="list-style-type: none">• establishing procedures to ensure stores are maintained at appropriate levels• selecting appropriate software programs
Self management	<ul style="list-style-type: none">• conveying a positive impression to customers when selling products and services• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions• providing advice to clients on appropriate substrates and document finishing materials• using the help function of software programs
Technology	<ul style="list-style-type: none">• using computerised control, monitoring and data entry systems• using information technology such as computer hardware and software to access data from files

ICP30505 Certificate III in Printing and Graphic Arts (Printing)

Qualification requirements: 20 units (13 core and 7 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICPKN312B Apply knowledge of printing machining

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU211B Prepare ink and additives

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B
Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

ICPSU281B Use computer systems

ICPSU357B Apply quick changeover procedures

* Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 elective units from the lists below as directed.

(a) One stream must be chosen from one of the Print Process Streams. One unit from another Print Process Stream may be chosen, if the enterprise requires skills in more than one print process.

- (b) One only complex set up unit must be chosen
- (c) Choose a further 3 electives.

Print Process Streams

ICPPR214B Produce basic flexographic printed product
ICPPR313B Set up for basic flexographic printing
ICPPR314B Produce complex flexographic printed product

OR

ICPPR222B Produce basic gravure printed product
ICPPR321B Set up for basic gravure printing
ICPPR322B Produce complex gravure printed product

OR

ICPPR232B Produce basic lithographic printed product
ICPPR331B Set up for basic lithographic printing
ICPPR332B Produce complex lithographic printed product

OR

ICPPR242B Produce basic pad printed product
ICPPR341B Set up for basic pad printing
ICPPR342B Produce complex pad printed product

OR

ICPPR252B Produce basic relief printed product
ICPPR351B Set up for basic relief printing
ICPPR352B Produce complex relief printed product

OR

ICPPR281B Set up and produce basic digital print
ICPPR282B Produce and manage basic digital print
ICPPR382B Produce and manage complex digital print

Complex Set Up Units

Only one of the following complex set up units may be chosen.

ICPPR413B Set up for complex flexographic printing

OR

ICPPR421B Set up for complex gravure printing

OR

ICPPR431B Set up for complex lithographic printing

OR

ICPPR441B Set up for complex pad printing

OR

ICPPR451B Set up for complex relief printing

OR

ICPPR481B Set up and produce complex digital print

Other Elective Units

ICAB4135B Create a simple mark-up language document to specification

ICPCF221B Set up and produce basic guillotined product

ICPCF225B Set up machine for basic flat-bed die cutting or embossing

ICPCF226B Produce basic flat-bed die cut or embossed product

ICPCF231B Set up machine for basic flat-bed cutting

ICPCF232B Produce basic flat-bed cut product

ICPCF241B Set up machine for basic single or continuous folding

ICPCF242B Produce basic single or continuous folded product

ICPCF243B Set up machine for basic collating (sheet / section)

ICPCF244B Produce basic collated (sheet / section) product

ICPCF281B Set up machine for basic laminating

ICPCF282B Produce basic laminated product

ICPCF381B Set up machine for complex laminating

ICPCF382B Produce complex laminated product

ICPPP252B Output images

ICPPP266B Make and proof relief plates

ICPPP268B Make photopolymer plates (flexographic)

ICPPP269B Make photopolymer plates (pad printing)

ICPPP272B Make gravure cylinders manually

ICPPP352B Output complex images

ICPPP370B Make multiple image plates

ICPPP372B Make gravure cylinders electronically

ICPPR211B Mount and proof flexographic plates for basic printing

ICPPR261B Set up for foil stamping

ICPPR262B Produce foil stamped product

ICPPR271B Set up for basic coating

ICPPR272B Produce basic coated product

ICPPR383B Prepare for personalised digital printing

ICPSP211B Reclaim screen manually

ICPSP215B Prepare screen

ICPSP222B Prepare and cut screen print substrate

ICPSP223B Prepare film for screen printing

ICPSP270B Manually prepare and produce screen prints
ICPSP273B Semi-automatically produce basic screen prints
ICPSP275B Automatically produce basic screen prints
ICPSP351B Prepare machine and drying / curing unit
ICPSP374B Operate a semi-automatic screen printing machine
ICPSP382B Produce computer image for screen printing
ICPSU212B Prepare coatings, adhesives
ICPSU221B Pack and dispatch product
ICPSU222B Pack and dispatch solid waste
ICPSU235B Lift loads mechanically
ICPSU236B Shift loads mechanically
ICPSU241B Undertake warehouse or stores materials processing
ICPSU271B Provide basic instruction for a task
ICPSU311B Prepare ink and additives (advanced)
ICPSU323B Dispose of waste
ICPSU342B Undertake inventory procedures
ICPSU351B Undertake basic production scheduling
ICPSU362B Communicate as part of a work team
ICPSU381B Operate and maintain computer resources
ICPSU385B Operate a database for digital printing

Possible Careers

- Print machinist

Possible Pathways

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

- ICP40305 Certificate IV in Printing and Graphic Arts (Printing)
- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)
- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP30505 Certificate III in Printing and Graphic Arts (Printing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• reading and interpreting job requirements• using printing industry terminology and vocabulary correctly and accurately
Teamwork	<ul style="list-style-type: none">• operating production processes in association with fellow workers• working with clients to decide on the best printing processes and ensuring proofs meet their requirements
Problem solving	<ul style="list-style-type: none">• conducting a proof run, inspecting and testing the proof for quality and adjusting the printing machinery to ensure the product meets quality criteria• monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none">• anticipating and rectifying production problems• monitoring trends in the printing industry to inform personal work practices• recommending improvements to quick changeover procedures
Planning and organising	<ul style="list-style-type: none">• collecting and assessing data about printing processes and machine specifications and how these interact• selecting appropriate print processes, inks and additives
Self management	<ul style="list-style-type: none">• following principles and obligations of copyright in personal work practices• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions• implementing and monitoring new technology and work processes
Technology	<ul style="list-style-type: none">• selecting and using printing processes based on knowledge of the capabilities and limitations of the processes• using computerised control, monitoring and data entry systems• using information technology such as computer hardware and software to access data from files

ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)

Qualification requirements: 20 units (14 core and 6 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICPKN314B Apply knowledge and requirements of the screen printing sector

ICPPP382B Produce computer image for screen printing

ICPSP211B Reclaim screen manually

ICPSP215B Prepare screen

ICPSP233B Manually prepare direct emulsion stencil

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU211B Prepare ink and additives

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

ICPSU281B Use computer systems

ICPSU352B Plan operational processes

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 6 elective units from the following lists, two of which must be Certificate III level units or above.

Choose one prepare stencil unit.

ICPSP231B Prepare stencil using computer or hand-cut method

ICPSP235B Prepare stencil using photographic indirect method

ICPSP237B Prepare stencil using photographic capillary method

ICPSP333B Automatically prepare direct emulsion stencil
ICPSP339B Prepare stencil using direct projection method
ICPSP341B Prepare stencil using direct electronic imaging method

Choose at least one print stream unit.

ICPSP371B Manually produce complex screen prints

OR

ICPSP373B Semi-automatically produce complex screen prints

OR

ICPSP376B Operate an automatic screen printing machine

OR

ICPSP374B Operate a semi-automatic screen printing machine

Choose a further 4 electives either from the above electives or from the list below.

ICPCF220B Produce basic converted or finished product

ICPCF221B Set up and produce basic guillotined product

ICPCF225B Set up machine for basic flat-bed die cutting or embossing

ICPCF231B Set up machine for basic flat-bed cutting

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP222B Scan a line image

ICPPP223B Photograph a line image

ICPPP224B Produce pages using a page layout application

ICPPP231B Manually combine spot colour and basic four-colour images

ICPPP232B Electronically combine and assemble data

ICPPP252B Output images

ICPPP283B Prepare artwork for screen printing

ICPPP311B Develop a detailed design concept

ICPPP321B Produce a typographic image

ICPPP322B Digitise images for reproduction

ICPPP323B Photograph and produce halftone images

ICPPP334B Prepare an imposition format for printing processes

ICPPP352B Output complex images

ICPPP422B Digitise complex images for reproduction

ICPPP430B Manage colour

ICPPR342B Produce complex pad printed product

ICPPR382B Produce and manage complex digital print

ICPPR441B Set up for complex pad printing

ICPPR481B Set up and produce complex digital print

ICPSP221B Prepare substrate

ICPSP223B Prepare film for screen printing

ICPSP271B Manually produce basic screen prints

ICPSP273B Semi-automatically produce basic screen prints

ICPSP275B Automatically produce basic screen prints

ICPSP281B Finish screen print products

ICPSP311B Reclaim screen manually

ICPSP351B Prepare machine and drying / curing unit

ICPSU241B Undertake warehouse or stores materials processing

ICPSU311B Prepare ink and additives (advanced)

ICPSU321B Pack and dispatch (advanced)

ICPSU323B Dispose of waste

ICPSU351B Undertake basic production scheduling

ICPSU362B Communicate as part of a work team

ICPSU381B Operate and maintain computer resources

ICPSU464B Provide customer service and education

Possible Careers

- Screen printer
- Stencil preparer

Possible Pathways

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

- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)
- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • negotiating requirements and methods of production with clients • reading and interpreting job requirements • using printing industry terminology and vocabulary correctly and accurately
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers according to the planned daily schedule • working with clients to decide on the best printing processes
Problem solving	<ul style="list-style-type: none"> • conducting a proof run, inspecting and testing the proof for quality and adjusting the printing machinery to ensure the product meets quality criteria • monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none"> • making recommendations on possible solutions when planning printing operations • monitoring trends in the printing industry to inform personal work practices
Planning and organising	<ul style="list-style-type: none"> • accessing data about machine capabilities, production processes and customer needs and using them in the planning process • selecting inks, additives and screens when planning for modified or new printing operations
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • demonstrating knowledge of company services, equipment capabilities, limitations and work flow • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)

Qualification requirements: 20 units (11 core and 9 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPKN313B Apply knowledge and requirements of the converting, binding and finishing sector

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU207B Prepare machine for operation (basic)

ICPSU208B Operate and monitor machines (basic)

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU351B Undertake basic production scheduling

ICPSU352B Plan operational processes

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 9 elective units from the list below.

ICPCF311B Prepare for cutting forme and stripper making

ICPCF312B Set cutting forme and strippers

ICPCF320B Produce complex converted or finished product

ICPCF321B Set up and produce complex guillotined product

ICPCF325B Set up machine for complex flat-bed die cutting or embossing

ICPCF326B Undertake pre make-ready for die cutting

ICPCF327B Set up machine for complex rotary die cutting or embossing

ICPCF342B Produce complex sequenced or multiple folded product

ICPCF343B Set up machine for complex collating or inserting (sheet / section / reel)

ICPCF344B Produce complex collated or inserted (sheet / section / reel) product

ICPCF361B Set up machine for complex adhesive, mechanical or sewn fastening

ICPCF362B Produce complex adhesive, mechanical or sewn fastened product

ICPCF369B Set up and produce hand-made box

ICPCF371B Decorate paper

ICPCF381B Set up machine for complex laminating

ICPCF382B Produce complex laminated product

ICPCF391B Use electronic monitoring systems (converting and finishing)

ICPCF392B Produce product on window gluer

ICPCF393B Set up machine for envelope manufacture

ICPCF395B Set up and operate folder gluer machine

ICPCF396B Set up in-line scoring, folding and gluing machine for envelope manufacture

ICPCF3103B Run and monitor envelope manufacturing machines

ICPCF3105B Produce single-faced web

ICPCF3107B Produce double-faced web

ICPPR261B Set up for foil stamping

ICPPR262B Produce foil stamped product

ICPPR271B Set up for basic coating

ICPPR272B Produce basic coated product

ICPPR282B Produce and manage basic digital print

ICPPR382B Produce and manage complex digital print

ICPSU321B Pack and dispatch (advanced)

ICPSU323B Dispose of waste

ICPSU342B Undertake inventory procedures

ICPSU345B Purchase materials and schedule deliveries

ICPSU351B Undertake basic production scheduling

ICPSU554B Manage teams

ICPSU357B Apply quick changeover procedures

ICPSU362B Communicate as part of a work team

Possible careers

- Binder and finisher

Possible pathways

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

- ICP40405 Certificate IV in Printing and Graphic Arts (Print Finishing)
- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)
- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• operating and shutting down production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none">• identifying defects, irregularities and discrepancies and taking action to rectify them• monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions
Technology	<ul style="list-style-type: none">• using computerised control, monitoring and data entry systems• using information technology such as computer hardware and software to access data from files

ICP30805 Certificate III in Printing and Graphic Arts (Sacks and Bags)

Qualification requirements: 18 units (8 core and 10 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- *ICPSU262B Communicate in the workplace.*

ICPKN319B Apply knowledge and processes of converting paper-based products

ICPCF298B Run and monitor sack and bag machines

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU225B Perform small machine maintenance OR ICPSU224B Perform basic machine maintenance

ICPSU261B Follow OHS practices and identify environmental hazards

ICPSU262B Communicate in the workplace

* Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 10 elective units from the list below, 4 of which must be Certificate III level units or above.

BSBCMN302A Organise personal work priorities and development

BSBCMN312A Support innovation and change

BSBFLM309B Support continuous improvement systems and processes

ICPCF221B Set up and produce basic guillotined product

ICPCF241B Set up machine for basic single or continuous folding

ICPCF261B Set up machine for basic adhesive, mechanical or thermal fastening

ICPCF281B Set up machine for basic laminating

ICPCF3100B Set up for in-line tube making for sack or bag manufacture

ICPCF3102B Set up and monitor in-line scoring, folding and gluing for sack or bag manufacture

ICPCF398B Set up for in-line bottom making for sack or bag manufacture

ICPPR213B Set up for basic flexographic printing

ICPSU211B Prepare ink and additives

ICPSU221B Pack and dispatch product

ICPSU241B Undertake warehouse or stores materials processing

ICPSU263B Perform basic industry calculations

ICPSU342B Undertake inventory procedures

ICPSU351B Undertake basic production scheduling

ICPSU352B Plan operational processes

ICPSU362B Communicate as part of a work team

ICPSU456B Control production

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Sack / bag machinist

Possible Pathways

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

- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP30805 Certificate III in Printing and Graphic Arts (Sacks and Bags)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Communication	Industry/enterprise requirements for this qualification include: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • operating and shutting down production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • conducting a proof run, inspecting and testing the proof for quality and adjusting the printing machinery to ensure the product meets quality criteria • identifying defects, irregularities and discrepancies and taking action to rectify them • monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating and rectifying production problems • making recommendations on possible solutions when planning operations • monitoring trends in the printing industry to inform personal work practices
Planning and organising	<ul style="list-style-type: none"> • 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 flexographic machines
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP30905 Certificate III in Printing and Graphic Arts (Cartons and Corrugating)

Qualification requirements: 18 units (10 core and 8 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPCF220B Produce basic converted or finished product

ICPCF3106B Set up machine for basic carton folding and gluing

ICPKN319B Apply knowledge and processes of converting paper-based products

ICPSU201B Prepare, load and unload reels and cores on and off machine*

OR

ICPSU202B Prepare, load and unload product on and off machine*

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU281B Use computer systems

* Both of these units can be completed in the one qualification with one being counted as an elective, if the enterprise requires both.

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 8 elective units from the lists below as directed.

Four of the following units must be chosen.

ICPCF321B Set up and produce complex guillotined product

OR

ICPCF326B Undertake pre make-ready for die cutting

OR

ICPCF225B Set up machine for complex flat-bed die cutting or embossing

ICPCF426B Produce complex flat-bed die cut or embossed product

OR

ICPCF327B Set up machine for complex rotary die cutting or embossing

ICPCF328B Produce complex rotary die cut or embossed product

OR

ICPCF3109B Produce complex folded and glued cartons

ICPCF4107B Set up machine for complex carton folding and gluing

OR

ICPCF320B Produce complex converted or finished product

OR

ICPCF341B Set up machine for complex sequenced or multiple folding

ICPCF342B Produce complex sequenced or multiple folded product

OR

ICPCF361B Set up machine for complex adhesive, mechanical or sewn fastening

ICPCF362B Produce complex adhesive, mechanical or sewn fastened product

Four of the following units must be chosen.

ICPCF341B Set up machine for complex sequenced or multiple folding

ICPCF361B Set up machine for complex adhesive, mechanical or sewn fastening

ICPCF392B Produce product on window gluer

ICPPP281B Design basic carton

ICPPP322B Digitise images for reproduction

ICPPP481B Design complex carton

ICPPR313B Set up for basic flexographic printing

ICPPR314B Produce basic flexographic printed product

ICPPR493B Set up and monitor in-line printing operations

ICPSU342B Undertake inventory procedures

ICPSU345B Purchase materials and schedule deliveries

ICPSU351B Undertake basic production scheduling

ICPSU362B Communicate as part of a work team

ICPSU381B Operate and maintain computer resources

Possible careers

- Skilled hand
- Machinist

Possible pathways

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

- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP30905 Certificate III in Printing and Graphic Arts (Cartons and Corrugating)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • reading and interpreting job specifications from job documentation or the production control system • using printing industry terminology and vocabulary correctly and accurately
Teamwork	<ul style="list-style-type: none"> • operating production processes and shutting down machines in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • conducting a sample run of cartons and making adjustments to the machine to correct faults • identifying problems with flexographic machines and making adjustments and corrections • monitoring production quality and making minor adjustments to processes
Initiative and enterprise	<ul style="list-style-type: none"> • anticipating and rectifying production problems • monitoring trends in the printing industry to inform personal work practices
Planning and organising	<ul style="list-style-type: none"> • planning the set up for complex carton folding and gluing machines
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly • operating production processes according to the daily work schedule
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP31005 Certificate III in Printing and Graphic Arts (Mail House)

Qualification requirements: 18 units (11 core and 7 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- *ICPSU262B Communicate in the workplace.*

ICPKN313B Apply knowledge and requirements of the converting, binding and finishing sector

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU225B Perform small machine maintenance OR ICPSU224B Perform basic machine maintenance

ICPSU243B Reconcile process outputs

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU351B Undertake basic production scheduling

ICPSU362B Work team communication

TDTA4101A Manually sort mail and parcels

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 elective units from the list below, 2 of which must be Certificate III level units or above.

ICAB4135B Create a simple mark-up language document to specification

ICPCF294B Set up profile cutting for envelope manufacture

ICPCF3103B Run and monitor envelope manufacturing machines

ICPCF325B Set up machine for complex flat-bed die cutting or embossing

ICPCF326B Produce complex flat-bed die cut or embossed product

ICPCF327B Set up machine for complex rotary die cutting or embossing

ICPCF341B Set up machine for complex sequenced or multiple folding
ICPCF342B Produce complex sequenced or multiple folded product
ICPCF396B Set up in-line scoring, folding and gluing machine for envelope manufacture
ICPCF406B Set up and load in-line smart card machine
ICPCF407B Operate a smart card machine and pack product
ICPPP385B Operate a database for digital printing
ICPPR251B Set up for basic relief printing
ICPPR281B Set up and produce basic digital print
ICPPR282B Produce and manage basic digital print
ICPPR352B Produce basic relief printed product
ICPPR383B Prepare for personalised digital printing
ICPPR484B Prepare for variable data printing
ICPSU211B Prepare ink and additives
ICPSU212B Prepare coatings, adhesives
ICPSU235B Lift loads mechanically
ICPSU236B Shift loads mechanically
ICPSU271B Provide basic instruction for a task
ICPSU321B Pack and dispatch (advanced)
ICPSU342B Undertake inventory procedures
ICPSU345B Purchase materials and schedule deliveries
ICPSU352B Plan operational processes
ICPSU554B Manage teams
ICPSU381B Operate and maintain computer resources
ICPSU487B Analyse manual handling processes
ICPSU488B Ensure process improvements are sustained

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Mail processor
- Team leader

Possible Pathways

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

- ICP40505 Certificate IV in Printing and Graphic Arts (Mail House)
- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)
- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP31005 Certificate III in Printing and Graphic Arts (Mail House)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the 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• presenting personal views in a way that supports the views of others in a discussion
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions• ensuring training and assessment systems reflect process improvements
Technology	<ul style="list-style-type: none">• using barcode equipment to reconcile outputs• using computerised control, monitoring and data entry systems• using information technology such as computer hardware and software to access data from files

ICP31105 Certificate III in Printing and Graphic Arts (Ink Manufacture)

Qualification requirements: 18 units (9 core and 9 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPIM211B Select and prepare materials for production

ICPIM221B Blend chemicals

ICPIM331B Manufacture inks and coatings

ICPKN317B Apply knowledge and requirements of the ink manufacturing sector

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU263B Perform basic industry calculations

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 9 elective units from the list below.

ICPPP430B Manage colour

ICPSU271B Provide basic instruction for a task

ICPSU321B Pack and dispatch (advanced)

ICPSU342B Undertake inventory procedures

ICPSU345B Purchase materials and schedule deliveries

ICPSU351B Undertake basic production scheduling

ICPSU554B Manage teams

ICPSU362B Communicate as part of a work team

ICPSU381B Operate and maintain computer resources

ICPSU417B Perform laboratory quality tests of materials and finished product

PMLMAIN300B Maintain the laboratory fit for purpose

PMLSAMP400B Obtain representative samples in accordance with sampling plan

PMLTEST300B Perform basic tests

PMLTEST303B Prepare working solutions

PMLTEST402B Prepare, standardise and use solutions

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible careers

- Ink mixer

Possible pathways

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

- ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)
- ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership).

Employability Skills for ICP31105 Certificate III in Printing and Graphic Arts (Ink Manufacture)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Communication	Industry/enterprise requirements for this qualification include: <ul style="list-style-type: none"> • reading and interpreting job specifications from job documentation or the production control system • using printing industry terminology and vocabulary correctly and accurately
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • monitoring production quality and making minor adjustments to processes • monitoring variation of inks against quality standards and taking corrective action to rectify any problems
Initiative and enterprise	<ul style="list-style-type: none"> • monitoring trends in the printing industry to inform personal work practices
Planning and organising	<ul style="list-style-type: none"> • preparing the production schedule according to production, inventory, procurements, time constraints and supply capacities and requirements • selecting and preparing equipment for manufacture and quality testing of inks
Self management	<ul style="list-style-type: none"> • following procedures and using personal protective equipment correctly • maintaining security and confidentiality of client and enterprise data and information
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • selecting and using laboratory testing equipment and techniques to test the quality of inks • using computerised control, monitoring and data entry systems • using information technology such as computer hardware and software to access data from files

ICP40105 Certificate IV in Printing and Graphic Arts (Graphic Pre-press)

This qualification requires a pre-requisite of ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre-press).

Qualification requirements: ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre Press) plus 8 units (7 core and 1 elective). Consequently this qualification requires the completion of all units of competency (core and electives) necessary for the award of ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre Press) plus 7 additional core units and 1 additional elective unit.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

AUM2402A Apply quality assurance techniques - Advanced

ICPPP311B Develop a detailed design concept

ICPPP352B Output complex images

ICPPP421B Compose and evaluate typography

ICPPP430B Manage colour

ICPPP435B Generate complex imposition

ICPPP484B Set up and operate automated workflow

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to one (1) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 1 elective unit from the list below.

BSBCM410A Coordinate implementation of customer service strategies

BSBFLM405B Implement operational plan

BSBFLM412A Promote team effectiveness

ICAB4171B Develop cascading style sheets

ICPMM321B Capture a digital image

ICPMM322B Edit a digital image

ICPMM492B Create an extensible style sheet

ICPPP385B Operate a database for digital printing

ICPPP411B Undertake a complex design brief

ICPPP422B Digitise complex images for reproduction

ICPPP452B Output complex images direct to plate or press

ICPPP485B Develop a digital data template

ICPPR484B Prepare for variable data printing

ICPSU482B Troubleshoot and optimise materials and machinery

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Pre-press operator
- Pre-press technician
- Production controller

Possible Pathways

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

- ICP50105 Diploma of Printing and Graphic Arts (Digital Production)
- ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)
- ICP50505 Diploma of Printing and Graphic Arts (Process Improvement).

Employability Skills for ICP40105 Certificate IV in Printing and Graphic Arts (Graphic Pre-press)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Communication	Industry/enterprise requirements for this qualification include: <ul style="list-style-type: none"> • conveying and handling information • giving and following simple instructions • participating in work teams and consulting with clients about printing specifications
Teamwork	<ul style="list-style-type: none"> • consulting with designers, printers and clients to ensure production and final user requirements have been met
Problem solving	<ul style="list-style-type: none"> • evaluating and proofing own work • identifying hazards and reporting them • selecting production criteria to ensure client needs are met • tuning and adjusting machinery to ensure highest quality and yield
Initiative and enterprise	<ul style="list-style-type: none"> • finding information from a variety of sources • suggesting improvements and experimenting with materials to extend their use and to meet efficiency targets • transferring skills to new environments
Planning and organising	<ul style="list-style-type: none"> • determining a plan of action to ensure deadlines are met • organising information clearly, concisely and logically
Self management	<ul style="list-style-type: none"> • showing leadership in the resolution of problems • using discretion and confidentiality when dealing with clients • using personal protective equipment • using time efficiently to meet production schedules and deadlines
Learning	<ul style="list-style-type: none"> • giving instructions that are accurate, clear, concise, comprehensive and consistent with the skills of the receiver • providing technical advice
Technology	<ul style="list-style-type: none"> • selecting and using special purpose tools, equipment and industry software packages • tuning and adjusting machinery

ICP40205 Certificate IV in Printing and Graphic Arts (Multimedia)

Qualification requirements: 25 units (16 core and 9 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

CUFMEM04A Test a multimedia product

CUFMEM10A Design and create a multimedia interface

ICAB5165B Create dynamic web pages

ICPMM263B Access and use the Internet

ICPPP211B Develop a basic design concept

ICPPP221B Select and apply type

ICPPP224B Produce pages using a page layout application

ICPPP225B Produce graphics using a graphics application

ICPPP226B Produce interactive PDF files OR ICPPP227A Produce online PDF files

ICPPP328B Generate high-end PDF files

ICPPP334B Prepare an imposition format for printing processes

ICPPP435B Generate complex imposition

ICPPP484B Set up and operate automated workflow

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B
Maintain a safe work environment

ICPSU262B Communicate in the workplace

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 9 elective units from the following list.

BSBADV401A Profile a target audience

BSBCM402A Develop work priorities

BSBCM410A Coordinate implementation of customer service strategies

BSBCMN412A Promote innovation and change
BSBFLM405B Implement operational plan
BSBFLM409B Implement continuous improvement
BSBFLM412A Promote team effectiveness
BSBFLM501B Manage personal work priorities and professional development
BSBMKG406A Build client relationships
CUFADM02A Address copyright
CUFIMA04A Create 3D digital animation
CUFIMA05A Create 3D digital models and images
CUFIMA06A Develop and implement visual effects designs
CUFIMA07A Create titles for screen production
CUFMEM01A Use an authoring tool to create an interactive sequence
CUFMEM02A Author a multimedia product
CUFMEM08A Apply principles of instructional design to a multimedia product
CUFMEM09A Apply principles of game design to a multimedia product
CUFMEM11A Design the navigation for a multimedia product
CULLB505C Analyse and describe material
ICAB4163B Create a common gateway interface script
ICAB5180B Integrate database with a website
ICAD4198B Develop guidelines for uploading information to a website
ICAD5210B Analyse information and assign meta-tags
ICPKN315B Apply knowledge and requirements of the multimedia sector
ICPMM491B Create an extensible document
ICPMM491B Create an extensible document
ICPMM492B Create an extensible style sheet
ICPMM492B Create an extensible style sheet
ICPPP252B Output images
ICPPP352B Output complex images
ICPPP385B Operate a database for digital printing
ICPPP485B Develop a digital data template
ICPPP494B Develop document content and structure

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Multimedia developer
- Multimedia technician
- Website designer

- Content developer
- Web publisher
- Electronic publisher

Possible Pathways

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

- ICP50205 Diploma of Printing and Graphic Arts (Multimedia)
- ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)
- ICP50505 Diploma of Printing and Graphic Arts (Process Improvement).

Employability Skills for ICP40205 Certificate IV in Printing and Graphic Arts (Multimedia)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• creating documents that have structure, content, readability and design appropriate for an online or print audience• interpreting implicit and explicit requirements of the job brief and discussing format and quality of inputs with the client
Teamwork	<ul style="list-style-type: none">• discussing the purpose, scope, story board, design and technical requirements of a multimedia project with relevant personnel• maintaining the production process in association with others
Problem solving	<ul style="list-style-type: none">• manipulating, retouching and correcting combined images electronically to conform to job specifications• marking up proofs to check for accuracy, omissions and errors and correcting the proofs
Initiative and enterprise	<ul style="list-style-type: none">• identifying and applying skills and knowledge to a wide variety of related dynamic page creation problems
Planning and organising	<ul style="list-style-type: none">• accessing data on software capabilities and production requirements and matching them with the job brief• confirming the different media, display formats and preferred target audience platforms and abilities
Self management	<ul style="list-style-type: none">• taking responsibility for own outputs• using discretion and confidentiality when dealing with clients• using personal protective equipment• using time efficiently to meet production schedules and deadlines
Learning	<ul style="list-style-type: none">• giving instructions that are accurate, clear, concise, comprehensive and consistent with the skills of the receiver
Technology	<ul style="list-style-type: none">• creating extensible style sheets for electronic publishing or online documents including computer screens and handheld devices• selecting and using special purpose tools, equipment and industry software packages

ICP40305 Certificate IV in Printing and Graphic Arts (Printing)

This qualification requires a pre-requisite of ICP30505 Certificate III in Printing and Graphic Arts (Printing).

Qualification requirements: ICP30505 Certificate III in Printing and Graphic Arts (Printing) plus 8 units (4 core and 4 elective units). Consequently this qualification requires the completion of all units of competency (core + electives) necessary for the award of ICP30505 Certificate III in Printing and Graphic Arts (Printing) plus 4 additional core units and 4 additional elective units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICPPR491B Use on-press monitoring of print quality

ICPPR492B Use on-press print control devices

ICPPR493B Set up and monitor in-line printing operations

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU482B Troubleshoot and optimise materials and machinery

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 4 elective units from the lists below as directed.

(a) At least one unit must be chosen from the print process stream

(b) At least one specialist stream must be chosen

(c) Choose a further 1 elective

Print Process Stream Units

ICPPR413B Set up for complex flexographic printing

ICPPR421B Set up for complex gravure printing

ICPPR431B Set up for complex lithographic printing

ICPPR441B Set up for complex pad printing

ICPPR451B Set up for complex relief printing

ICPPR481B Set up and produce complex digital print

Specialist Stream Units

ICPPR414B Produce specialist flexographic printed product

ICPPR513B Set up for specialist flexographic printing

OR

ICPPR422B Produce specialist gravure printed product

ICPPR521B Set up for specialist gravure printing

OR

ICPPR432B Produce specialist lithographic printed product

ICPPR531B Set up for specialist lithographic printing

OR

ICPPR442B Produce specialist pad printed product

ICPPR541B Set up for specialist pad printing

OR

ICPPR452B Produce specialist relief printed product

ICPPR551B Set up for specialist relief printing

OR

ICPPR484B Prepare for variable data printing PLUS another unit from the other electives

Other Elective Units

BSBCM410A Coordinate implementation of customer service strategies

BSBFLM405B Implement operational plan

BSBFLM412A Promote team effectiveness

TAAASS402B Assess competence

TAADEL301B Provide training through instruction and demonstration of work skills

TAADEL404B Facilitate work-based learning

ICPPP452B Output complex images direct to plate or press

ICPPP484B Set up and operate automated workflow

ICPPP485B Develop a digital data template

ICPPR411B Mount and proof flexographic plates for complex printing

ICPPR471B Set up for complex coating

ICPPR472B Produce complex coated product

ICPSU389B Undertake basic root cause analysis

ICPSU464B Provide customer service and education

ICPSU485B Implement a Just-in-Time (JIT) system

ICPSU486B Mistake proof a production process

ICPSU487B Analyse manual handling processes

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Print machinist

Possible Pathways

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

- ICP50305 Diploma of Printing and Graphic Arts (Printing)
- ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)
- ICP50505 Diploma of Printing and Graphic Arts (Process Improvement).

Employability Skills for ICP40305 Certificate IV in Printing and Graphic Arts (Printing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• interpreting job briefs and advising clients about options and limitations• reading and interpreting job requirements from the job documentation or production control system
Teamwork	<ul style="list-style-type: none">• assisting in setting up major inline printing/converting/binding units• working with team members to ensure efficient production
Problem solving	<ul style="list-style-type: none">• conducting a proof run and adjusting machinery settings to ensure production speeds are attained• monitoring print quality electronically and visually and making adjustments
Initiative and enterprise	<ul style="list-style-type: none">• contributing to decision making of the work group
Planning and organising	<ul style="list-style-type: none">• organising quick change over procedures• planning the set up to minimise time and wastage
Self management	<ul style="list-style-type: none">• using courteous, effective, responsive and supportive communication in workplace interactions• using discretion and confidentiality when dealing with clients
Learning	<ul style="list-style-type: none">• giving and following simple routine instructions
Technology	<ul style="list-style-type: none">• setting up and monitoring production equipment• using monitoring equipment and computerised production records

ICP40405 Certificate IV in Printing and Graphic Arts (Print Finishing)

Note: this qualification requires a pre-requisite of ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing).

Qualification requirements: ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing), plus 8 units (3 core and 5 elective units). Consequently this qualification requires the completion of all units of competency (core and electives) necessary for the award of ICP30405 Certificate III in Printing and Graphic Arts (Print Finishing) plus 3 additional core units and 5 additional elective units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPCF391B Use electronic monitoring systems (converting and finishing)

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace.

ICPSU482B Troubleshoot and optimise materials and machinery

ICPSU487B Analyse manual handling processes

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 5 elective units from the list below:

BSBADV401A Profile a target audience

BSBCM402A Develop work priorities

BSBCM410A Coordinate implementation of customer service strategies

BSBCM412A Promote innovation and change

BSBFLM405B Implement operational plan

BSBFLM409B Implement continuous improvement

BSBFLM412A Promote team effectiveness

TAAASS402B Assess competence

TAADEL301B Provide training through instruction and demonstration of work skills

TAADEL404B Facilitate work-based learning

ICPCF3103B Run and monitor envelope manufacturing machines

ICPCF406B Set up and load in-line smart card machine

ICPCF407B Operate a smart card machine and pack product

ICPCF465B Set up and produce hand-bound book

ICPCF467B Restore books

ICPPP430B Manage colour

ICPPP484B Set up and operate automated workflow

ICPPR481B Set up and produce complex digital print

ICPPR491B Use on-press monitoring of print quality

ICPPR492B Use on-press print control devices

ICPPR493B Set up and monitor in-line printing operations

ICPSU352B Plan operational processes

ICPSU389B Undertake basic root cause analysis

ICPSU456B Control production

ICPSU458B Monitor production workflow

ICPSU464B Provide customer service and education

ICPSU485B Implement a Just-in-Time (JIT) system

ICPSU486B Mistake proof a production process

ICPSU488B Ensure process improvements are sustained

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible careers

- Binder and finisher

Possible pathways

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

- ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)
- ICP50505 Diploma of Printing and Graphic Arts (Process Improvement).

Employability Skills for ICP40405 Certificate IV in Printing and Graphic Arts (Print Finishing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • discussing book restoration treatment options with book owners • interpreting implicit and explicit requirements of the job brief
Teamwork	<ul style="list-style-type: none"> • operating production processes in association with fellow workers
Problem solving	<ul style="list-style-type: none"> • conducting a proof run and adjusting machinery settings to ensure production speeds are attained • evaluating book restoration ethical/rarity/value cost alternatives
Initiative and enterprise	<ul style="list-style-type: none"> • contributing to decision making of the work group • identifying and applying skills and knowledge to a wide variety of printing problems
Planning and organising	<ul style="list-style-type: none"> • assembling materials for binding books • planning for the shutdown of production processes
Self management	<ul style="list-style-type: none"> • using courteous, effective, responsive and supportive communication in workplace interactions • using time efficiently to meet production schedules and timelines
Learning	<ul style="list-style-type: none"> • giving and following simple routine instructions
Technology	<ul style="list-style-type: none"> • setting up and using printing equipment and electronic monitoring systems

ICP40505 Certificate IV in Printing and Graphic Arts (Mail House)

Qualification requirements: 24 units (12 core and 12 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- *ICPSU262B Communicate in the workplace.*

ICPCF391B Use electronic monitoring systems (converting and finishing)

ICPKN313B Apply knowledge and requirements of the converting, binding and finishing sector

ICPSU202B Prepare, load and unload product on and off machine

ICPSU203B Prepare and maintain the work area

ICPSU216B Inspect quality against required standards

ICPSU224B Perform basic machine maintenance OR

ICPSU225B Perform small machine maintenance

ICPSU243B Reconcile process outputs

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU482B Troubleshoot and optimise materials and machinery

ICPSU487B Analyse manual handling processes

TDTA4101A Manually sort mail and parcels

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 12 elective units from the list below, 4 of which must be Certificate IV level units or above.

BSBADV401A Profile a target audience

BSBCM402A Develop work priorities

BSBCM410A Coordinate implementation of customer service strategies

BSBCM412A Promote innovation and change

BSBFLM405B Implement operational plan

BSBFLM409B Implement continuous improvement
BSBFLM412A Promote team effectiveness
TAAASS402B Assess competence
TAADEL301B Provide training through instruction and demonstration of work skills
TAADEL404B Facilitate work-based learning
ICPCF3103B Run and monitor envelope manufacturing machines
ICPCF325B Set up machine for complex flat-bed die cutting or embossing
ICPCF343B Set up machine for complex collating or inserting (sheet / section / reel)
ICPCF391B Use electronic monitoring systems (converting and finishing)
ICPCF392B Produce product on window gluer
ICPCF393B Set up machine for envelope manufacture
ICPCF395B Set up and operate folder gluer machine
ICPCF396B Set up in-line scoring, folding and gluing machine for envelope manufacture
ICPCF406B Set up and load in-line smart card machine
ICPCF341B Set up machine for complex sequenced or multiple folding
ICPPP383B Prepare for personalised digital printing
ICPPP385B Operate a database for digital printing
ICPPR382B Produce and manage complex digital print
ICPPR481B Set up and produce complex digital print
ICPSU342B Undertake inventory procedures
ICPSU351B Undertake basic production scheduling
ICPSU352B Plan operational processes
ICPSU357B Apply quick changeover procedures
ICPSU389B Undertake basic root cause analysis
ICPSU458B Monitor production workflow
ICPSU464B Provide customer service and education
ICPSU482B Troubleshoot and optimise materials and machinery
ICPSU485B Implement a Just-in-Time (JIT) system

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Production / process scheduler
- Team / production supervisor

Possible pathways

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

- ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)

- ICP50505 Diploma of Printing and Graphic Arts (Process Improvement).

Employability Skills for ICP40505 Certificate IV in Printing and Graphic Arts (Mail House)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• reading and interpreting job requirements from the job documentation or production control system
Teamwork	<ul style="list-style-type: none">• maintaining the production process in association with others
Problem solving	<ul style="list-style-type: none">• monitoring production work flow, anticipating problems and addressing them early• troubleshooting and optimising materials and machinery
Initiative and enterprise	<ul style="list-style-type: none">• identifying opportunities for improvement when monitoring production processes
Planning and organising	<ul style="list-style-type: none">• contributing to the development of the operational plan• ensuring materials for envelope manufacture are checked and available• planning the set up to minimise time and wastage
Self management	<ul style="list-style-type: none">• using courteous, effective, responsive and supportive communication in workplace interactions• using discretion and confidentiality when dealing with customers
Learning	<ul style="list-style-type: none">• obtaining feedback on customer satisfaction on an ongoing basis• providing training through instruction and the demonstration of work skills
Technology	<ul style="list-style-type: none">• selecting and using special purpose tools, equipment and machinery for the printing industry• using technology to assist with the management of information

ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)

Qualification requirements: 18 units (8 core and 10 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU345B Purchase materials and schedule deliveries

ICPSU455B Supervise and schedule work of others

ICPSU458B Monitor production workflow

ICPSU464B Provide customer service and education

ICPSU553B Prepare production costing estimates

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 10 elective units from the lists below as directed.

Three units must be Knowledge units.

ICPKN311B Apply knowledge of the graphic pre-press sector

ICPKN312B Apply knowledge of printing machining

ICPKN313B Apply knowledge and requirements of the converting, binding and finishing sector

ICPKN314B Apply knowledge and requirements of the screen printing sector

ICPKN315B Apply knowledge and requirements of the multimedia sector

ICPKN316B Apply knowledge and requirements of paper and printing processes

ICPKN317B Apply knowledge and requirements of the ink manufacturing sector

ICPKN318B Apply knowledge and requirements of mail house operations

ICPKN319B Apply knowledge and processes of converting paper-based products

ICPKN320B Apply knowledge and requirements of information technology systems in the printing industry

Choose 7 units, 2 of which must be Certificate IV level units.

BSBADV401A Profile a target audience

BSBCM402A Develop work priorities

BSBCM403A Establish business networks

BSBCM409A Promote products and services

BSBFLM405B Implement operational plan

BSBFLM412A Promote team effectiveness

BSBMKG406A Build client relationships

BSBSLS301A Develop product knowledge

BSBSLS304A Secure prospect commitment

BSBSLS305A Support post-sale activities

TAADEL301B Provide training through instruction and demonstration of work skills

TAAASS402B Assess competence

TAADEL404B Facilitate work-based learning

ICPCF391B Use electronic monitoring systems (converting and finishing)

ICPPP430B Manage colour

ICPPP484B Set up and operate automated workflow

ICPPR491B Use on-press monitoring of print quality

ICPPR492B Use on-press print control devices

ICPPR493B Set up and monitor in-line printing operations

ICPSU458B Monitor production workflow

Possible Careers

- Supervisor

Possible pathways

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

- ICP50405 Diploma of Printing and Graphic Arts (Management / Sales).

Employability Skills for ICP40705 Certificate IV in Printing and Graphic Arts (Management / Sales)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • using correct printing industry terminology and vocabulary accurately • using negotiation skills to encourage positive outcomes from business networks
Teamwork	<ul style="list-style-type: none"> • developing and implementing customer consultation processes with employees • supervising and scheduling the work of team members
Problem solving	<ul style="list-style-type: none"> • adjusting costings based on discrepancies between estimated and actual costings • analysing costs and timelines of promotional activities to evaluate the benefits
Initiative and enterprise	<ul style="list-style-type: none"> • continuously evaluating processes and recommending changes for improvement
Planning and organising	<ul style="list-style-type: none"> • planning and acquiring resources to implement the operational plan • planning and scheduling promotional activities • undertaking business planning
Self management	<ul style="list-style-type: none"> • adjusting own interpersonal style and methods to suit different situations • treating people with integrity, respect and empathy to develop trust and confidence
Learning	<ul style="list-style-type: none"> • acquiring knowledge of printing industry products from various sources of information • maintaining personal knowledge and skills by participating in business networks
Technology	<ul style="list-style-type: none"> • using technology to assist with the management of information

ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership)

Qualification requirements: 18 units (6 core and 12 elective units) plus any specified pre-requisite units.

Core

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU455B Supervise and schedule work of others

ICPSU482B Troubleshoot and optimise materials and machinery

ICPSU487B Analyse manual handling processes

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 12 units from the lists below as directed.

Two units must be Knowledge units.

ICPKN311B Apply knowledge of the graphic pre-press sector

ICPKN312B Apply knowledge of printing machining

ICPKN313B Apply knowledge and requirements of the converting, binding and finishing sector

ICPKN314B Apply knowledge and requirements of the screen printing sector

ICPKN315B Apply knowledge and requirements of the multimedia sector

ICPKN316B Apply knowledge and requirements of paper and printing processes

ICPKN317B Apply knowledge and requirements of the ink manufacturing sector

ICPKN318B Apply knowledge and requirements of mail house operations

ICPKN319B Apply knowledge and processes of converting paper-based products

ICPKN320B Apply knowledge and requirements of information technology systems in the printing industry

Choose 10 of the following units.

- BSBADV401A Profile a target audience
- BSBCM402A Develop work priorities
- BSBCM410A Coordinate implementation of customer service strategies
- BSBCM412A Promote innovation and change
- BSBFLM405B Implement operational plan
- BSBFLM409B Implement continuous improvement
- BSBFLM412A Promote team effectiveness
- TAAASS402B Assess competence
- TAADEL301B Provide training through instruction and demonstration of work skills
- TAADEL404B Facilitate work-based learning
- ICPCF391B Use electronic monitoring systems (converting and finishing)
- ICPPP430B Manage colour
- ICPPP484B Set up and operate automated workflow
- ICPPR491B Use on-press monitoring of print quality
- ICPPR492B Use on-press print control devices
- ICPPR493B Set up and monitor in-line printing operations
- ICPSU345B Purchase materials and schedule deliveries
- ICPSU389B Undertake basic root cause analysis
- ICPSU456B Control production
- ICPSU458B Monitor production workflow
- ICPSU458B Monitor production workflow
- ICPSU464B Provide customer service and education
- ICPSU485B Implement a Just-in-Time (JIT) system
- ICPSU486B Mistake proof a production process
- ICPSU488B Ensure process improvements are sustained

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

Production coordinator

- Production controller

Possible Pathways

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

- ICP50505 Diploma of Printing and Graphic Arts (Process Improvement).

Employability Skills for ICP40805 Certificate IV in Printing and Graphic Arts (Process Leadership)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • communicating changes to production to workers in a logical and easily understood manner • establishing and maintaining effective oral and written channels of communication between staff and management
Teamwork	<ul style="list-style-type: none"> • establishing effective goals for work teams and monitoring performance • maintaining the production process in association with others
Problem solving	<ul style="list-style-type: none"> • checking quality standards, time taken and wastage to ensure production efficiency is maintained
Initiative and enterprise	<ul style="list-style-type: none"> • seeking and acting on feedback from clients and colleagues
Planning and organising	<ul style="list-style-type: none"> • developing work priorities • organising operations, staff and production processes
Self management	<ul style="list-style-type: none"> • assessing own skills and knowledge to determine development needs and priorities • using courteous, effective, responsive and supportive communication in workplace interactions
Learning	<ul style="list-style-type: none"> • accessing and completing opportunities to facilitate continuous learning and career development • providing training through instruction and demonstration of work skills to team members
Technology	<ul style="list-style-type: none"> • selecting and using special purpose tools, equipment and industry software packages • using business technology to manage and monitor planning and scheduling of tasks

ICP50105 Diploma of Printing and Graphic Arts (Digital Production)

Qualification requirements: 21 units (14 core plus 7 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262A Communicate in the workplace.*

ICAB4135B Create a simple mark-up language document to specification

ICPKN320B Apply knowledge and requirements of information technology systems in the printing industry

ICPPP352B Output complex images

ICPPP322B Digitise images for reproduction

ICPPP385B Operate a database for digital printing

ICPPP484B Set up and operate automated workflow

ICPPP485B Develop a digital data template

ICPPR481B Set up and produce complex digital print

ICPPR484B Prepare for variable data printing

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU553B Prepare production costing estimates

ICPSU5843B Troubleshoot and optimise production processes

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 units from the list below.

BSBFLM503B Manage effective workplace relationships

BSBFLM507B Manage quality customer service

BSBSBM402A Undertake financial planning

BSBSBM404A Undertake business planning

TAAASS402B Assess competence
TAADEL301B Provide training through instruction and demonstration of work skills
TAADEL404B Facilitate work-based learning
ICPCF381B Set up machine for complex laminating
ICPCF382B Produce complex laminated product
ICPCF391B Use electronic monitoring systems (converting and finishing)
ICPMM491B Create an extensible document
ICPMM492B Create an extensible style sheet
ICPPP352B Output complex images
ICPPP328B Generate high-end PDF files
ICPPP334B Prepare an imposition format for printing processes
ICPPP370B Make multiple image plates
ICPPP385B Operate a database for digital printing
ICPPP395B Transfer digital files
ICPPP422B Digitise complex images for reproduction
ICPPP430B Manage colour
ICPPP435B Generate complex imposition
ICPPP452B Output complex images direct to plate or press
ICPPP484B Set up and operate automated workflow
ICPPR382B Produce and manage complex digital print
ICPPR383B Prepare for personalised digital printing
ICPPR471B Set up for complex coating
ICPPR472B Produce complex coated product
ICPPR481B Set up and produce complex digital print
ICPPR484B Prepare for variable data printing
ICPPR491B Use on-press monitoring of print quality
ICPPR492B Use on-press print control devices
ICPPR493B Set up and monitor in-line printing operations
ICPSP351B Prepare machine and drying / curing unit
ICPSP374B Operate a semi-automatic screen printing machine
ICPSP382B Produce computer image for screen printing
ICPSU351B Undertake basic production scheduling
ICPSU455B Supervise and schedule work of others
ICPSU458B Monitor production workflow
ICPSU485B Implement a Just-in-Time (JIT) system
ICPSU488B Ensure process improvements are sustained

WRRO2B Manage sales and service delivery

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Production controller

Employability Skills for ICP50105 Diploma of Printing and Graphic Arts (Digital Production)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> consulting with staff and documenting recommendations to increase efficiency interpreting the design brief and clarifying it with the client
Teamwork	<ul style="list-style-type: none"> maintaining the production sequence in association with others obtaining feedback from production workers
Problem solving	<ul style="list-style-type: none"> adjusting costings based on discrepancies between the estimated and actual costings
Initiative and enterprise	<ul style="list-style-type: none"> continuously evaluating production processes and recommending changes to make efficiency gains
Planning and organising	<ul style="list-style-type: none"> ensuring the scan procedure is in the right sequence matching the constraints of production to the design brief setting up and operating automated work flow
Self management	<ul style="list-style-type: none"> communicating in a logical and easily understood manner using discretion and confidentiality when dealing with clients
Learning	<ul style="list-style-type: none"> giving instructions that are accurate, clear, concise, comprehensive and consistent with the skills of the receiver increasing knowledge of production processes by using continuous improvement
Technology	<ul style="list-style-type: none"> selecting and using special purpose tools, equipment and industry software packages

ICP50205 Diploma of Printing and Graphic Arts (Multimedia)

Qualification requirements: 20 units (13 core and 7 elective units), plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

ICAD5210B Analyse information and assign meta-tags

ICPKN315B Apply knowledge and requirements of the multimedia sector OR ICPKN320B Apply knowledge and requirements of information technology systems in the printing industry

ICPMM581B Manage multimedia production

ICPMM582B Manage multimedia projects

ICPPP385B Operate a database for digital printing

ICPPP485B Develop a digital data template

ICPPP494B Develop document content and structure

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU455B Supervise and schedule work of others

ICPSU458B Monitor production workflow

ICPSU553B Prepare production costing estimates

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 elective units from the list below.

BSBADV401A Profile a target audience

BSBCM402A Develop work priorities

BSBCM410A Coordinate implementation of customer service strategies

BSBCM412A Promote innovation and change

BSBFLM405B Implement operational plan

BSBFLM409B Implement continuous improvement

BSBFLM412A Promote team effectiveness
BSBFLM501B Manage personal work priorities and professional development
BSBFLM503B Manage effective workplace relationships
BSBFLM507B Manage quality customer service
BSBFLM509B Facilitate continuous improvement
BSBFLM510B Facilitate and capitalise on change and innovation
BSBFLM512A Ensure team effectiveness
BSBMKG406A Build client relationships
TAAASS402B Assess competence
TAADEL301B Provide training through instruction and demonstration of work skills
TAADEL404B Facilitate work-based learning
CUFADM02A Address copyright
CUFIMA04A Create 3D digital animation
CUFIMA05A Create 3D digital models and images
CUFIMA06A Develop and implement visual effects designs
CUFIMA07A Create titles for screen production
CUFMEM01A Use an authoring tool to create an interactive sequence
CUFMEM01A Use an authoring tool to create an interactive sequence
CUFMEM02A Author a multimedia product
CUFMEM06A Design a multimedia product
CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product
CUFMEM08A Apply principles of instructional design to a multimedia product
CUFMEM09A Apply principles of game design to a multimedia product
CUFMEM11A Design the navigation for a multimedia product
CULLB505C Analyse and describe material
ICAB5180B Integrate database with a website
ICAD5210B Analyse information and assign meta-tags
ICPMM491B Create an extensible document
ICPMM492B Create an extensible style sheet
ICPPP485B Develop a digital data template
ICPPP494B Develop document content and structure

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Multimedia developer
- Multimedia graphic designer

- Website designer

Employability Skills for ICP50205 Diploma of Printing and Graphic Arts (Multimedia)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Communication	<p>Industry/enterprise requirements for this qualification include:</p> <ul style="list-style-type: none"> • consulting with staff about work schedules and how to increase work efficiency • interpreting the design brief and clarifying it with the client • writing reports about team performance
Teamwork	<ul style="list-style-type: none"> • maintaining the production sequence in association with others • obtaining feedback from production workers about scheduling
Problem solving	<ul style="list-style-type: none"> • adjusting costings based on discrepancies between the estimated and actual costings
Initiative and enterprise	<ul style="list-style-type: none"> • encouraging workers to make suggestions to enhance production
Planning and organising	<ul style="list-style-type: none"> • matching the constraints of production to the design brief • planning and implementing work schedules
Self management	<ul style="list-style-type: none"> • communicating in a logical and easily understood manner • using discretion and confidentiality when dealing with clients
Learning	<ul style="list-style-type: none"> • supporting the development of teams or individuals
Technology	<ul style="list-style-type: none"> • selecting and using special purpose tools, equipment and industry software packages

ICP50305 Diploma of Printing and Graphic Arts (Printing)

Qualification requirements: 19 units (9 core and 10 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- *ICPSU216B Inspect quality against required standards*
- *ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment*
- *ICPSU262B Communicate in the workplace.*

BSBFLM509B Facilitate continuous improvement

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU458B Monitor production workflow

ICPSU516B Set and apply quality standards

ICPSU553B Prepare production costing estimates

ICPSU5843B Troubleshoot and optimise production processes

ICPSU684B Determine and improve process capability

Elective Units:

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 10 elective units from the following lists as follows.

Choose 10 electives: At least one set of two units must be chosen from the Print Specialist Streams and the remaining electives from the other list below. Once one set of two units from the Print Specialist Streams has been chosen additional units from the Print Specialist Streams can be chosen on an individual basis.

Print Specialist Streams

Set 1 ICPPR414B Produce specialist flexographic printed product and

ICPPR513B Set up for specialist flexographic printing

OR

Set 2 ICPPR422B Produce specialist gravure printed product and

ICPPR521B Set up for specialist gravure printing

OR

Set 3 ICPPR432B Produce specialist lithographic printed product and

ICPPR531B Set up for specialist lithographic printing

OR

Set 4 ICPPR442B Produce specialist pad printed product and

ICPPR541B Set up for specialist pad printing

OR

Set 5 ICPPR452B Produce specialist relief printed product and

ICPPR551B Set up for specialist relief printing

Other Elective Units

Choose 8 units from the following list, 6 of which must be from Diploma level or above.

BSBFLM501B Manage personal work priorities and professional development

BSBFLM503B Manage effective workplace relationships

BSBFLM509B Facilitate continuous improvement

BSBFLM512A Ensure team effectiveness

BSBMGT606A Manage customer focus

BSBMKG501A Evaluate marketing opportunities

BSBSBM402A Undertake financial planning

BSBSBM404A Undertake business planning

TAAASS402B Assess competence

TAADEL301B Provide training through instruction and demonstration of work skills

TAADEL404B Facilitate work-based learning

ICAB4135B Create a simple mark-up language document to specification

ICPCF381B Set up machine for complex laminating

ICPCF382B Produce complex laminated product

ICPPP328B Generate high-end PDF files

ICPPP334B Prepare an imposition format for printing processes

ICPPP352B Output complex images

ICPPP370B Make multiple image plates

ICPPP385B Operate a database for digital printing

ICPPP395B Transfer digital files

ICPPP452B Output complex images direct to plate or press

ICPPP484B Set up and operate automated workflow

ICPPR382B Produce and manage complex digital print

ICPPR383B Prepare for personalised digital printing

ICPPR471B Set up for complex coating

ICPPR472B Produce complex coated product

ICPPR481B Set up and produce complex digital print

ICPPR484B Prepare for variable data printing

ICPSP351B Prepare machine and drying / curing unit

ICPSP374B Operate a semi-automatic screen printing machine

ICPSP382B Produce computer image for screen printing

ICPSU351B Undertake basic production scheduling

ICPSU485B Implement a Just-in-Time (JIT) system

ICPSU561B Implement and monitor OHS

WRRO2B Manage sales and service delivery

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Employability Skills for ICP50305 Diploma of Printing and Graphic Arts (Printing)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> liaising with stakeholders and other personnel about the causes of systemic variation reading and interpreting job requirements from the production control system
Teamwork	<ul style="list-style-type: none"> maintaining the production sequence in association with others
Problem solving	<ul style="list-style-type: none"> determining possible methods for reworking unsatisfactory product determining the criteria for product rejection in consultation with the operator and the client
Initiative and enterprise	<ul style="list-style-type: none"> being alert to potential problems and areas for improvement
Planning and organising	<ul style="list-style-type: none"> developing plans to improve process capability setting up for specialised lithographic and flexographic printing
Self management	<ul style="list-style-type: none"> communicating in a logical and easily understood manner following OH&S policies and procedures
Learning	<ul style="list-style-type: none"> providing information and training about OH&S recognising gaps in the competency of team members and developing improvement solutions
Technology	<ul style="list-style-type: none"> using printing equipment and experimenting with substrate and press settings

ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)

Qualification requirements: 19 units (13 core and 6 six elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- ICPSU262B Communicate in the workplace.

BSBCM403A Establish business networks

BSBCM409A Promote products and services

BSBCM410A Coordinate implementation of customer service strategies

BSBFLM509B Facilitate continuous improvement

BSBMKG406A Build client relationships

ICPKN320B Apply knowledge and requirements of information technology systems in the printing industry OR ICPKN316B Apply knowledge and requirements of paper and printing processes

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU455B Supervise and schedule work of others

ICPSU458B Monitor production workflow

ICPSU464B Provide customer service and education

ICPSU553B Prepare production costing estimates

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 6 elective units from the list below.

BSBFLM501B Manage personal work priorities and professional development

BSBFLM503B Manage effective workplace relationships

BSBFLM505B Manage operational plan

BSBFLM507B Manage quality customer service

BSBFLM509B Facilitate continuous improvement
BSBFLM510B Facilitate and capitalise on change and innovation
BSBFLM512A Ensure team effectiveness
BSBMGT606A Manage customer focus
BSBMKG401A Profile the market
BSBMKG501A Evaluate marketing opportunities
BSBSBM402A Undertake financial planning
BSBSBM403A Promote the business
BSBSBM404A Undertake business planning
TAAASS402B Assess competence
TAADEL301B Provide training through instruction and demonstration of work skills
TAADEL404B Facilitate work-based learning
ICPPP484B Set up and operate automated workflow
ICPSU351B Undertake basic production scheduling
ICPSU485B Implement a Just-in-Time (JIT) system
ICPSU684B Determine and improve process capability
NWP405A Contribute to contract management
WRRO2B Manage sales and service delivery
WRWMK507A Develop a sales strategy
WRWWS302A Maintain business to business relationships
WRWWS504A Manage business customers

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible careers

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

- management, administration and sales.

Employability Skills for ICP50405 Diploma of Printing and Graphic Arts (Management / Sales)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • using correct printing industry terminology and vocabulary accurately • writing and disseminating reports on customer service performance
Teamwork	<ul style="list-style-type: none"> • developing and implementing consultation processes with employees • managing strategies to facilitate effective workplace relationships
Problem solving	<ul style="list-style-type: none"> • adjusting costings based on discrepancies between the estimated and actual costings • maximising efficiency of capital and human resources during different jobs
Initiative and enterprise	<ul style="list-style-type: none"> • continuously evaluating processes and recommending changes for improvement • developing strategic networks
Planning and organising	<ul style="list-style-type: none"> • performing strategic and operational planning
Self management	<ul style="list-style-type: none"> • adjusting own interpersonal style and methods to suit the situation • treating people with integrity, respect and empathy to develop trust and confidence
Learning	<ul style="list-style-type: none"> • obtaining feedback on customer satisfaction on an ongoing basis
Technology	<ul style="list-style-type: none"> • using technology to assist with the management of information

ICP50505 Diploma of Printing and Graphic Arts (Process Improvement)

Qualification requirements: 19 units (12 core and 7 elective units) plus any specified pre-requisite units.

Core Units

All of the following core units must be undertaken but in exceptional circumstances, up to two of the core units of competency can be exchanged with competency standards from the elective list below except for the three compulsory units:

- ICPSU216B Inspect quality against required standards
- ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment
- *ICPSU262B Communicate in the workplace.*

BSBFLM501B Manage personal work priorities and professional development

BSBFLM509B Facilitate continuous improvement

ICPSU216B Inspect quality against required standards

ICPSU261B Follow OHS practices and identify environmental hazards OR ICPSU260B Maintain a safe work environment

ICPSU262B Communicate in the workplace

ICPSU487B Analyse manual handling processes

ICPSU516B Set and apply quality standards

ICPSU553B Prepare production costing estimates

ICPSU554B Manage teams

ICPSU561B Implement and monitor OHS

ICPSU583B Troubleshoot and optimise the production process

ICPSU684B Determine and improve process capability

Elective Units

Up to two (2) of the required elective units may be selected from other qualifications in this Training Package or from any other nationally endorsed Training Package provided that the units selected are from the same qualification level or the next higher qualification level. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

Choose 7 elective units from the list below.

BSBFLM501B Manage personal work priorities and professional development

BSBFLM503B Manage effective workplace relationships

BSBFLM505B Manage operational plan

BSBFLM507B Manage quality customer service

BSBFLM509B Facilitate continuous improvement

BSBFLM510B Facilitate and capitalise on change and innovation

BSBFLM512A Ensure team effectiveness

BSBMGT606A Manage customer focus

BSBMKG501A Evaluate marketing opportunities

BSBSBM402A Undertake financial planning

BSBSBM404A Undertake business planning

TAAASS402B Assess competence

TAADEL301B Provide training through instruction and demonstration of work skills

TAADEL404B Facilitate work-based learning

ICPSU351B Undertake basic production scheduling

ICPSU485B Implement a Just-in-Time (JIT) system

WRRO2B Manage sales and service delivery

Note: imported units can be accessed through the National Training Information Service website www.ntis.gov.au

Possible Careers

- Production coordinator
- Production controller
- Production supervisor

Employability Skills for ICP50505 Diploma of Printing and Graphic Arts (Process Improvement)

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • using a range of questioning and prompting techniques to promote team participation • writing and disseminating reports on customer service performance
Teamwork	<ul style="list-style-type: none"> • developing and implementing consultation processes with employees • managing strategies to facilitate effective workplace relationships
Problem solving	<ul style="list-style-type: none"> • adjusting costings based on discrepancies between estimated and actual costings • maximising efficiency of capital and human resources during different jobs
Initiative and enterprise	<ul style="list-style-type: none"> • continuously evaluating processes and recommending changes for improvement • developing strategic networks
Planning and organising	<ul style="list-style-type: none"> • performing strategic and operational planning • planning job sequences and workloads to ensure maximum productivity
Self management	<ul style="list-style-type: none"> • adjusting own interpersonal style and methods to suit the situation • treating people with integrity, respect and empathy to develop trust and confidence
Learning	<ul style="list-style-type: none"> • obtaining feedback on customer satisfaction on an ongoing basis • training team members to apply the correct manual handling techniques
Technology	<ul style="list-style-type: none"> • using technology to assist with the management of information

Assessment Guidelines

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the AQTF 2007. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF 2007 requirements; licensing/registration requirements; and assessment pathways.

Benchmarks for Assessment

Assessment within the National Skills Framework is the process of collecting evidence and making judgments about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Australian Quality Training Framework Assessment Requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2007 *Essential Standards for Registration*.

The AQTF 2007 *Essential Standards for Registration* can be downloaded from <www.training.com.au/aqtf2007>. The following points summarise assessment requirements.

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the AQTF 2007 *Essential Standards for Registration*. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessor Competency Requirements

Each person involved in training, assessment or client service must be competent for the functions they perform. See the AQTF 2007 *Essential Standards for Registration*, Standard 1, for assessor (and trainer) competency requirements.

Assessment Requirements

The RTOs assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

National Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2007 *Essential Standards for Registration*, Condition of Registration 7: Recognition of qualifications issued by other RTOs.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2007 *Essential Standards for Registration*, Standard 2.

Monitoring Assessments

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the Essential Standards for Registration. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Issuing AQF Qualifications and Statements of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF 2007 and the 2007 edition of the AQF Implementation Handbook-available on the AQFAB website < www.aqf.edu.au>.

Licensing/Registration Requirements

The developers of this Training Package, and DEST, consider that no licensing or registration requirements apply to RTOs, assessors or candidates with respect to this Training Package. Contact the relevant State or Territory Department(s) to check if there are any licensing or registration requirements with which you must comply. For further information on this topic contact:

Innovation and Business Skills Australia

Level 2, Building B, 192 Burwood Road

Hawthorn Victoria 3122

Telephone: (03) 9815 7000

Facsimile: (03) 9815 7001

Web: <http://www.ibsa.org.au>

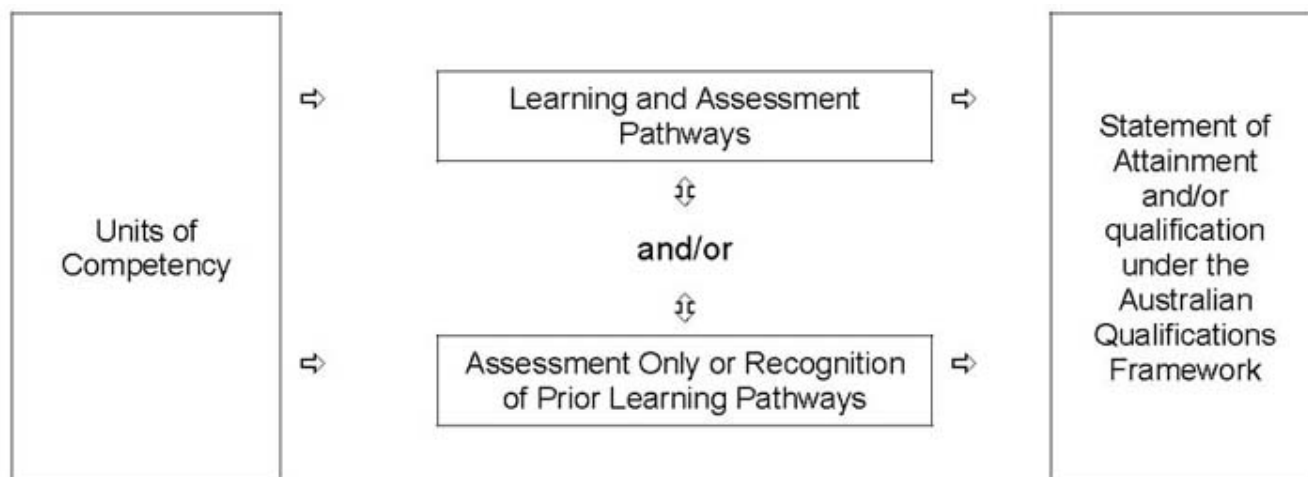
Email: virtual@ibsa.org.au

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.



Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired.

Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package and the AQTF 2007.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Assessment-Only or Recognition of Prior Learning Pathway

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent,

structured training is not required. The RPL requirements of the AQTF 2007 must be met (Standard 1).

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed unit of competency)
- reliable (shows that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency), and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

- candidates enrolling in qualifications who want recognition for prior learning or current competencies
- existing workers
- individuals with overseas qualifications
- recent migrants with established work histories
- people returning to the workplace, and
- people with disabilities or injuries requiring a change in career.

Combination of Pathways

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The AQTF 2007 specifies mandatory competency requirements for assessors. For information, Standard 1, Element 1.4 from the AQTF 2007 *Essential Standards for Registration* follows:

1.4		<i>Training and assessment is delivered by trainers and assessors who:</i>
	a)	<i>have the necessary training and assessment competencies as determined by the National Quality Council or its successors</i>
	b)	<i>have the relevant vocational competencies at least to the level being delivered or</i>

		<i>assessed</i>
	c)	<i>continue developing their vocational and training and assessment competencies to support continuous improvements in the delivery of the RTO"s services.</i>

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgments about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service < www.ntis.gov.au>. Materials on the list have been noted by the National Quality Council as meeting their quality criteria for Training Package support materials.

Developing Assessment Tools

When developing assessment tools, assessors must ensure that they:

- are benchmarked against the relevant unit or units of competency
- are reviewed as part of the continuous improvement of assessment strategies as required under Standard 1 of the AQTF 2007
- meet the assessment requirements expressed in Standard 1 of the AQTF 2007.

A key reference for assessors developing assessment tools is TAA04 Training and Assessment Training Package and the unit of competency TAAASS403A *Develop assessment tools*. There is no set format or process for the design, production or development of assessment materials.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Assessment Requirements

Assessments must meet the criteria set out in the AQTF 2007 Essential Standards for Registration.

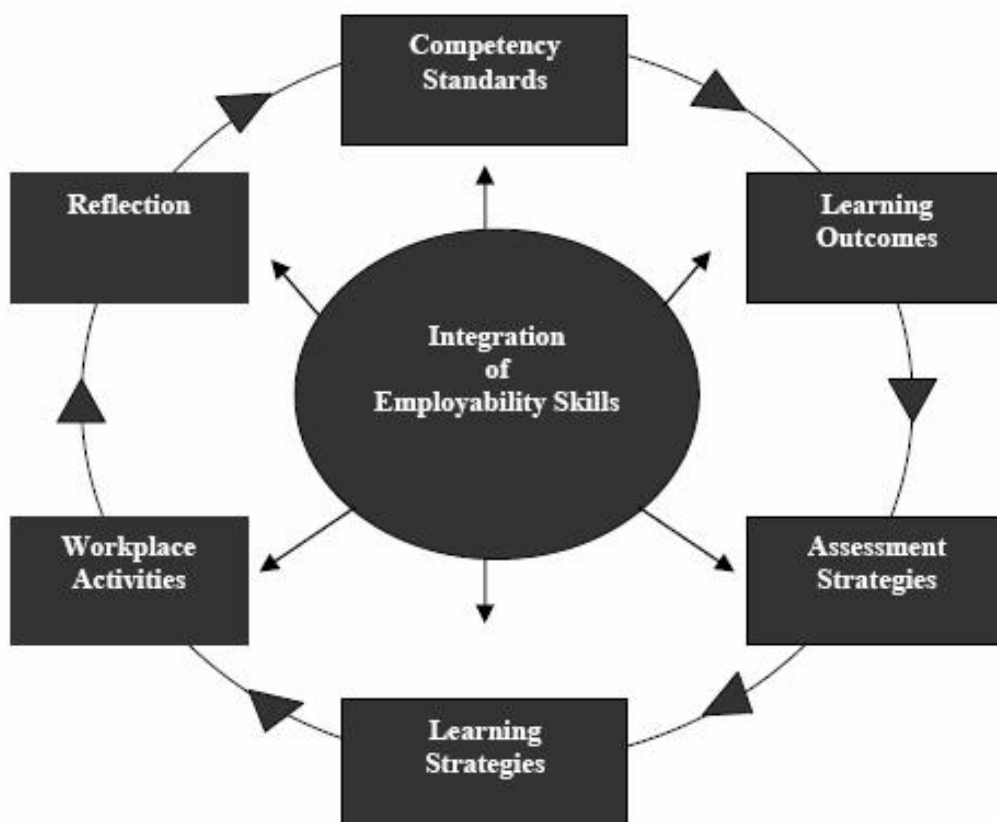
For information, the mandatory assessment requirements from Standard 1 from the AQTF 2007 *Essential Standards for Registration* are as follows:

1.5		<i>Assessment, including Recognition of Prior Learning:</i>
	a)	<i>meets the requirements of the relevant Training Package or accredited course,</i>

b)	<i>is conducted in accordance with the principles of assessment and the rules of evidence, and</i>
c)	<i>meets workplace and, where relevant, regulatory requirements.</i>

Assessment of Employability Skills

Employability Skills are integral to workplace competency. As such they must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.



Employability Skills are embedded and explicit within each unit of competency. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing units of competency to locate relevant Employability Skills and determine how they are applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the application of Employability Skills at that qualification outcome
- designing training and assessment to address Employability Skills requirements.

For more information on Employability Skills in Innovation and Business Industry Skills Council Training Packages go to the Innovation and Business Industry Skills Council website at <http://www.ibsa.org.au>.

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements

specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

Reasonable adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the *Disability Standards for Education 2005*, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While "reasonable adjustment" and "unjustifiable hardship" are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

See Part 4, Chapter 2 of the *Training Package Development Handbook* (DEST, September 2007) for more information on reasonable adjustment, including examples of adjustments.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

Technical and Vocational Education and Training (TVET) Australia Limited

Level 21, 390 St Kilda Road, Melbourne VIC 3150

PO Box 12211, A"Beckett Street Post Office

MELBOURNE VICTORIA 8006

Ph: +61 3 9832 8100

Fax: +61 3 9832 8198

Email: sales@tvetaustralia.com.au

Web: www.tvetaustralia.com.au

For information on the TAA04 Training and Assessment Training Package contact:

Innovation & Business Skills Australia
Level 2, Building B, 192 Burwood Road
HAWTHORN VIC 3122
Telephone: (03) 9815 7000
Facsimile: (03) 9815 7001
Web: www.ibsa.org.au
Email: virtual@ibsa.org.au

General Resources

Refer to <http://antapubs.dest.gov.au/publications/search.asp> to locate the following ANTA publications.

AQF Implementation Handbook, third Edition. Australian Qualifications Framework Advisory Board, 2002, aqf.edu.au

Australian Quality Training Framework 2007 (AQTF 2007) - for information and resources go to < www.training.com.au/aqtf2007>

AQTF 2007 Essential Standards for Registration. Training organisations must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications. They include three standards, a requirement for registered training organisations to gather information on their performance against three quality indicators, and nine conditions of registration

AQTF 2007 User's Guide to the Essential Standards for Registration. A Users' Guide for training organisations who must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications.

AQTF 2007 Standards for Accredited Courses. State and Territory accrediting bodies are responsible for accrediting courses. This standard provides a national operating framework and template for the accreditation of courses.

TAA04 Training and Assessment Training Package. This is available from the Innovation and Innovation & Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - www.ntis.gov.au

Training Package Development Handbook (DEST, August 2007). Can be downloaded from www.dest.gov.au

Assessment Resources

Training Package Assessment Guides - a range of resources to assist RTOs in developing Training Package assessment materials (originally developed by ANTA with funding from the Department of Education, Training and Youth Affairs) and made up of 10 separate titles, as described at the publications page of www.dest.gov.au. Go to www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm

Printed and/or CD ROM versions of the Guides can be purchased from Technical and Vocational Education and Training (TVET) Australia Limited. The resource includes the following guides:

- Training Package Assessment Materials Kit

- Assessing Competencies in Higher Qualifications
- Recognition Resource
- Kit to Support Assessor Training
- Candidates Kit: Guide to Assessment in New Apprenticeships
- Assessment Approaches for Small Workplaces
- Assessment Using Partnership Arrangements
- Strategies for ensuring Consistency in Assessment
- Networking for Assessors
- Quality Assurance Guide for Assessment

An additional guide "Delivery and Assessment Strategies" has been developed to complement these resources.

Assessment Tool Design and Conducting Assessment

VETASSESS & Western Australian Department of Training and Employment 2000, *Designing Tests - Guidelines for designing knowledge based tests for Training Packages*.

Vocational Education and Assessment Centre 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE.

Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne.

Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Assessor Training

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program - learning materials*, Australian Training Products, Melbourne.

Australian National Training Authority, *A Guide for Professional Development*, ANTA, Brisbane.

Australian Training Products Ltd *Assessment and Workplace Training, Training Package - Toolbox*, ATPL Melbourne (available from TVET).

Green, M, et al. 1997, *Key competencies professional development Package*, Department for Education and Children's Services, South Australia.

Victorian TAFE Association 2000, *The professional development CD: A learning tool*, VTA, Melbourne.

Assessment System Design and Management

Office of Training and Further Education 1998, *Demonstrating best practice in VET project - assessment systems and processes*, OTFE (now OTTE) Victoria.

Toop, L., Gibb, J. & Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra.

Competency Standards

What is competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisation (RTOs) may contextualise units of competency to reflect local outcomes required. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this endorsed Training Package must be within the bounds of the following advice. In contextualising units of competency, RTOs:

- must not remove or add to the number and content of elements and performance criteria
- may add specific industry terminology to performance criteria where this does not distort or narrow the competency outcomes
- may make amendments and additions to the range statement as long as such changes do not diminish the breadth of application of the competency and reduce its portability, and/or
- may add detail to the evidence guide in areas such as the critical aspects of evidence or resources and infrastructure required where these expand the breadth of the competency but do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of

competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Employability Skills statement

A standard Employability Skills statement appears in each unit of competency. This statement directs trainers and assessors to consider the information contained in the Employability Skills Summary in which the unit of competency is packaged.

Prerequisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. Knowledge identifies what a person needs to know to perform the work in an informed and effective manner. Skills describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Range Statement

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the

assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment
- relationships with the assessment of any other units of competency
- suitable methodologies for conducting assessment including the potential for workplace simulation
- resource implications, for example access to particular equipment, infrastructure or situations
- how consistency in performance can be assessed over time, various contexts and with a range of evidence, and expectations at the AQF qualification level involved

Employability Skills in units of competency

The detail and application of Employability Skills facets will vary according to the job-role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.

Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

How Employability Skills relate to the Key Competencies

The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

Employability Skills	Mayer Key Competencies
Communication	Communicating ideas and information
Teamwork	Working with others and in teams
Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

Explicitly embedding Employability Skills in units of competency

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.

Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regards to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

The following table contains examples of embedded Employability Skills for each component of a unit of competency. Please note that in the examples below the bracketed skills are provided only for clarification and will not be present in units of competency within this Training Package.

Example Employability Skills unit

Unit component	Example of embedded Employability Skill
Unit Title	Give formal presentations and take part in meetings (communication)
Unit Descriptor	This unit covers the skills and knowledge required to promote the use and implementation of innovative work practices to effect change. (initiative and enterprise)
Element	Proactively resolve issues. (problem solving)
Performance Criteria	Information is organised in a format suitable for analysis and dissemination in accordance with organisational requirements. (planning and organising)
Range Statement	Software applications may include email, internet, word processing, spreadsheet, database or accounting packages. (technology)
Required Skills and Knowledge	<p>Modify activities depending on differing workplace contexts, risk situations and environments. (learning)</p> <p>Work collaboratively with others during a fire emergency. (teamwork)</p> <p>Instructions, procedures and other information relevant the maintenance of vessel and port security. (communication)</p>

Evidence Guide

Evidence of having worked constructively with a wide range of community groups and stakeholders to solve problems and adapt or design new solutions to meet identified needs in crime prevention. In particular, evidence must be obtained on the ability to:

- assess response options to identified crime-prevention needs and determine the optimal action to be implemented
- in consultation with relevant others, design an initiative to address identified issues. (initiative and enterprise).

Appendices

Appendices

APPENDIX: Summary Mapping of Qualifications from ICP05 Version 1 to ICP99

ICP05 Version 1 Qualification Code and name	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICP20105 Certificate II in Printing and Graphic Arts (General)	Replaces ICP21299 Certificate II in Printing and Graphic Arts (Print Production Support)	Provides more options at entry level. Incorporates a more diverse range of skills.
ICP21005 Certificate II in Printing and Graphic Arts (Mail House)	Replaces ICP25299 Certificate II in Printing and Graphic Arts (Mail House)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP20205 Certificate II in Printing and Graphic Arts (Desktop Publishing)	Replaces ICP20199 Certificate II in Printing and Graphic Arts (Desktop Publishing)	Updating technologies. Incorporates a more diverse range of skills.
ICP20305 Certificate II in Printing and Graphic Arts (Instant Print)		New qualification - reflects emerging industry sector.
ICP20405 Certificate II in Printing and Graphic Arts (Print Production Support)	Replaces ICP21299 Certificate II in Printing and Graphic Arts (Print Production Support)	Provides more options at entry level. Incorporates a more diverse range of skills.
ICP20505 Certificate II in Printing and Graphic Arts (Screen Printing)	Replaces ICP22199 Certificate II in Printing and Graphic Arts (Screen Printing)	Provides more options at entry level. Incorporates a more diverse range of skills.
ICP20605 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)		New qualification.
ICP20705 Certificate II in Printing and Graphic Arts (Sacks and Bags)		New qualification - reflects emerging industry sector.
ICP20805 Certificate II in Printing and Graphic Arts (Cartons)	Replaces ICP23199 Certificate II in Printing and Graphic Arts (Cardboard Box Container and Carton)	Recognises current industry work practices. Incorporates a more diverse range of skills.

ICP20905 Certificate II in Printing and Graphic Arts (Corrugating)	Replaces ICP23199 Certificate II in Printing and Graphic Arts (Cardboard Box Container and Carton)	Recognises current industry work practices. Incorporates a more diverse range of skills.
ICP21105 Certificate II in Printing and Graphic Arts (Ink Manufacturing)	Replaces ICP25199 Certificate II in Printing and Graphic Arts (Ink Manufacture)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP30105 Certificate III in Printing and Graphic Arts (Graphic Design Production)		New qualification - provides pathway from ICP20105.
ICP30205 Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	Replaces ICP30399 Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP30305 Certificate III in Printing and Graphic Arts (Multimedia)	Replaces ICP30499 Certificate III in Printing and Graphic Arts (Multimedia)	Reflects new technologies. Incorporates a more diverse range of skills.
ICP30405 Certificate III in Printing and Graphic Arts (Instant Print)		New qualification - reflects emerging industry sector.
ICP30505 Certificate III in Printing and Graphic Arts (Printing)	Replaces ICP31399 Certificate III in Printing and Graphic Arts (Printing)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP30605 Certificate III in Printing and Graphic Arts (Screen Printing)	Replaces ICP32199 Certificate III in Printing and Graphic Arts (Screen Printing)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP30705 Certificate III in Printing and Graphic Arts (Print Finishing)	Replaces ICP31499 Certificate III in Printing and Graphic Arts (Print Finishing)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP30805 Certificate III in Printing and Graphic Arts (Sacks and Bags)		New qualification - reflects emerging industry sector.
ICP30905 Certificate III in Printing and Graphic Arts (Cartons and Corrugating)	Replaces ICP33199 Certificate III in Printing and Graphic Arts (Cardboard Box Container and Carton)	Recognises current industry work practices. Incorporates a more diverse range of skills.

ICP31005 Certificate III in Printing and Graphic Arts (Mail House)	Replaces ICP35299 Certificate III in Printing and Graphic Arts (Mail House)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP31105 Certificate III in Printing and Graphic Arts (Ink Manufacture)	Replaces ICP35199 Certificate III in Printing and Graphic Arts (Ink Manufacture)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP40105 Certificate IV in Printing and Graphic Arts (Graphic Pre-Press)	Replaces ICP40399 Certificate IV in Printing and Graphic Arts (Graphic Pre-Press)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP40205 Certificate IV in Printing and Graphic Arts (Multimedia)	Replaces ICP40499 Certificate IV in Printing and Graphic Arts (Multimedia)	Reflects new technologies - provides pathway from ICP30305. Incorporates a more diverse range of skills.
ICP40305 Certificate IV in Printing and Graphic Arts (Printing)	Replaces ICP41399 Certificate IV in Printing and Graphic Arts (Printing)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP40405 Certificate IV in Printing and Graphic Arts (Print Finishing)	Replaces ICP41499 Certificate IV in Printing and Graphic Arts (Print Finishing)	
ICP40505 Certificate IV in Printing and Graphic Arts (Mail House)	Replaces ICP55299 Diploma in Printing and Graphic Arts (Mail House)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP40705 Certificate IV in Printing and Graphic Arts (Management/Sales)	Replaces ICP46299 Certificate IV in Printing and Graphic Arts (Management/Sales)	New qualification - reflects increased industry demand for management and sales skills.
ICP40805 ICP40505 Certificate IV in Printing and Graphic Arts (Process Leadership)		New qualification - reflects increased industry demand for quality process skills.
ICP50105 Diploma in Printing and Graphic Arts (Digital Production)		New qualification.
ICP50205 Diploma in Printing and Graphic Arts (Multimedia)	Replaces ICP50399 Diploma in Printing and Graphic Arts (Graphic Pre-Press) and ICP50499 Diploma in Printing and Graphic Arts (Multimedia)	Reflects convergence of technologies and work practices. Incorporates a more diverse range of skills.

ICP50305 Diploma in Printing and Graphic Arts (Printing)	Replaces ICP51399 Diploma in Printing and Graphic Arts (Printing)	Reflects contemporary work practices. Incorporates a more diverse range of skills.
ICP50405 Diploma in Printing and Graphic Arts (Management/Sales)		New qualification - reflects increased industry demand for management and sales skills.
ICP50505 Diploma in Printing and Graphic Arts (Process Improvement)		New qualification - reflects increased industry demand for quality process skills.

Summary Mapping of Units from ICP05 Version 1 to ICP99

Support Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPSU120A	New Unit	Completely new unit for ICP05.
ICPSU201A	New Unit	Based on ICPSU01B, now called Prepare, load and unload reels and cores on and off machine. Descriptor included, two Performance Criteria deleted, slight change to Range Statement.
ICPSU202A	New Unit	Based on ICPSU02B, now called Prepare, load and unload product on and off machine. Descriptor included, slight changes to Elements and Performance Criteria, slight change to Range Statement.
ICPSU203A	New Unit	Based on ICPSU03B, now called Prepare and maintain the work area. Descriptor included, new Element taken from ICPSU05bA, slight changes to Elements and Performance Criteria and to Range Statement and Evidence Guide.
ICPSU207A	New Unit	Based on ICPSU07B, now called Prepare machine for operation (basic). Descriptor included, slight changes to Range Statement and Evidence Guide.
ICPSU208A	New Unit	Based on ICPSU08B, now called Operate and monitor machines (basic). Descriptor included, slight changes to Range Statement and Evidence Guide.
ICPSU211A	New Unit	Based on ICPSU11B, now called Prepare ink and additives. Descriptor added, slight changes in Performance Criteria and in Range Statement.

ICPSU212A	New Unit	Based on ICPSU12B, now called Prepare coatings and adhesives. Descriptor included, new Performance Criteria added, slight change in Range Statement.
ICPSU216A	New Unit	Based on ICPSU16A, now called Inspect quality against required standards. Descriptor modified, slight change to an Element, a new Performance Criteria, slight change in Range Statement.
ICPSU221A	New Unit	Based on ICPSU21B, now called Pack and dispatch product. Descriptor included, slight change to Performance Criteria, an Element deleted, slight change in Range Statement.
ICPSU222A	New Unit	Based on ICPSU22B, now called Pack and dispatch solid waste. Descriptor included, one Element deleted, slight change in Range Statement.
ICPSU224A	New Unit	Based on ICPSU24B, now called Perform basic machine maintenance. Descriptor included, one Element and Performance Criteria deleted, slight change in Range Statement.
ICPSU225A	New Unit	Completely new unit for ICP05.
ICPSU235A	New Unit	Based on ICPSU35B, now called Lift loads mechanically. Descriptor included, changes to Evidence Guide.
ICPSU236A	New Unit	Based on ICPSU36B, now called Shift loads mechanically. Descriptor included, removes forklifts from coverage, new Performance Criteria.
ICPSU241A	New Unit	Based on ICPSU41B, now called Undertake warehouse or stores materials processing. Descriptor included, slight changes to Evidence Guide.
ICPSU243A	New Unit	Completely new unit for ICP05.
ICPSU260A	New Unit	Completely new unit for ICP05.
ICPSU261A	New Unit	Based on ICPSU61A, now called Follow OHS practices and identify environmental hazards. Descriptor included, a Performance Criteria deleted, slight changes to the Range Statement.

ICPSU262A	New Unit	Based on ICPSU62A, now called Communicate in the workplace. Descriptor included, revised Element, new and revised Performance Criteria.
ICPSU263A	New Unit	Based on ICPSU63B, now called Perform basic industry calculations. Descriptor included, deleted Elements and Performance Criteria, slight changes to Evidence Guide.
ICPSU271A	New Unit	Based on ICPSU71B, now called Provide basic instruction for a task. Descriptor included, revised Elements and Performance Criteria, new underpinning knowledge.
ICPSU280A	New Unit	Completely new unit for ICP05.
ICPSU281A	New Unit	Based on ICPSU81B, now called Use computer systems. Descriptor included, revised and deleted Elements, revised and deleted Performance Criteria, new Elements.
ICPSU311A	New Unit	Based on ICPSU11C, now called Prepare ink and additives (advanced). Descriptor included, slight changes in Elements and in Range Statement and Evidence Guide.
ICPSU321A	New Unit	Based on ICPSU21C, now called Pack and dispatch (advanced). Descriptor included, slight change in Range Statement.
ICPSU323A	New Unit	Based on ICPSU23C Treat and dispose of liquid waste, now called Dispose of waste. Re-rated (ie number change from ICPSU23bA), new Element and Performance Criteria added, Descriptor added, slight change in Range Statement.
ICPSU342A	New Unit	Based on ICPSU42C, now called Undertake inventory procedures. Descriptor included, slight changes to Evidence Guide.
ICPSU345A	New Unit	Based on ICPSU45C, now called Purchase materials and schedule deliveries. Descriptor included, Element deleted.
ICPSU351A	New Unit	Based on ICPSU51C, now called Undertake basic production scheduling. Descriptor included, new Element, new and revised

		Performance Criteria.
ICPSU352A	New Unit	Based on ICPSU52E, now called Plan operational processes. Descriptor included, minor changes to Elements, Performance Criteria removed, new and revised Performance Criteria added.
ICPSU357A	New Unit	Completely new unit for ICP05.
ICPSU362A	New Unit	Based on ICPSU62C, now called Communicate as part of a work team. Descriptor included, revised Elements, deleted Elements, revised Performance Criteria, new Performance Criteria.
ICPSU381A	New Unit	Based on ICPSU81C, now called Operate and maintain computer resources. Descriptor included, revised and deleted Performance Criteria.
ICPSU389A	New Unit	Completely new unit for ICP05.
ICPSU417A	New Unit	Based on ICPSU17D, now called Perform laboratory quality tests of materials and finished product. Re-rated (i.e. new number) from ICPSU17eA, Descriptor included, two new Performance Criteria, slight change in Range Statement.
ICPSU455A	New Unit	Based on ICPSU55E, now called Supervise and schedule work of others. Descriptor included, new Performance Criteria and slight changes to other Elements, slight change to Range Statement.
ICPSU456A	New Unit	Based on ICPSU56E, now called Control production. Descriptor included, slight change to Range Statement.
ICPSU458A	New Unit	Completely new unit for ICP05.
ICPSU464A	New Unit	Based on ICPSU64D, now called Provide customer service and education. Descriptor included, new Performance Criteria, some Performance Criteria reworded, Element revised.
ICPSU482A	New Unit	Completely new unit for ICP05.
ICPSU485A	New Unit	Completely new unit for ICP05.
ICPSU486A	New Unit	Completely new unit for ICP05.
ICPSU487A	New Unit	Completely new unit for ICP05.

ICPSU488A	New Unit	Completely new unit for ICP05.
ICPSU516A	New Unit	Based on ICPSU16E, now called Set and apply quality standards. Descriptor included, slight change in a Performance Criteria and in the Range Statement.
ICPSU553A	New Unit	Based on ICPSU53E, now called Prepare production costing estimates. Descriptor included, new Performance Criteria, slight change to Range Statement.
ICPSU554A	New Unit	Based on ICPSU54C, now called Manage teams. Descriptor included, slight changes to Evidence Guide.
ICPSU561A	New Unit	Based on ICPSU61E, now called Implement and monitor OHS. Descriptor included, Elements revised, one Element deleted.
ICPSU583A	New Unit	Completely new unit for ICP05.
ICPSU684A	New Unit	Completely new unit for ICP05.
	Deleted	ICPSU05B Store and retrieve images manually. Content included in ICPSU203A Prepare and maintain the work area.
	Deleted	ICPSU10B Cut and finish offset blanket.
	Deleted	ICPSU81D Manage systems.
	Deleted	ICPSU81E System research development and diagnosis.

Pre-press Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPPP211A	New Unit	Based on ICPPP11B, now called Develop a basic design concept. Descriptor included, changes to Performance Criteria, changes in Range Statement.
ICPPP221A	New Unit	Based on ICPPP21B, now called Select and apply type Descriptor included, slight change in Performance Criteria and Range Statement.
ICPPP222A	New Unit	Based on ICPPP22B, now called Scan a line image. Descriptor included, slight change in Performance Criteria and Range Statement.

ICPPP223A	New Unit	Based on ICP05, now called Photograph a line image. Descriptor included, slight change in Performance Criteria and Range Statement.
ICPPP224A	New Unit	Completely new unit for ICP05.
ICPPP225A	New Unit	Completely new unit for ICP05.
ICPPP226A	New Unit	Completely new unit for ICP05.
ICPPP227A	New Unit	Completely new unit for ICP05.
ICPPP231A	New Unit	Based on ICP05, now called Manually combine spot colour and basic four-colour images. Descriptor included, slight change to an Element and in Range Statement.
ICPPP232A	New Unit	Based on ICP05, now called Electronically combine and assemble data. Descriptor included, one new Performance Criteria, slight change in Range Statement. Requirement for this unit to be used as a secondary unit to new unit Produce page layout using a page layout application.
ICPPP252A	New Unit	Based on ICP05, now called Output images. Descriptor included, new and revised Performance Criteria, slight change in Range Statement.
ICPPP260A	New Unit	Based on ICP05, now called Proof images. Descriptor included, slight changes to Performance Criteria and in Range Statement.
ICPPP266A	New Unit	Based on ICP05, now called Make and proof relief plates. Descriptor included, slight change in Range Statement.
ICPPP267A	New Unit	Based on ICP05, now called Produce offset lithographic plates. Descriptor included, slight change to Performance Criteria and in Range Statement.
ICPPP268A	New Unit	Based on ICP05, now called Make photopolymer plates (flexographic). Descriptor included, slight change in Range Statement.
ICPPP269A	New Unit	Based on ICP05, now called Produce photopolymer plates for pad printing. Descriptor included, slight change to Performance Criteria and in Range Statement.
ICPPP272A	New Unit	Based on ICP05, now called Make gravure

		<p>cylinders manually.</p> <p>Descriptor included, slight change in Performance Criteria and in Range Statement.</p>
ICPPP281A	New Unit	<p>Based on ICP0581D, now called Design basic carton.</p> <p>Descriptor included, slight change in the Performance Criteria.</p>
ICPPP283A	New Unit	<p>Completely new unit for ICP05.</p>
ICPPP311A	New Unit	<p>Based on ICP0511C, now called Develop a detailed design concept.</p> <p>Descriptor included, changes to the Elements and Performance Criteria, changes in Range Statement, slight changes to Evidence Guide.</p>
ICPPP321A	New Unit	<p>Based on ICP0521C, now called Produce a typographic image.</p> <p>Descriptor included, slight change in Range Statement, additional Performance Criteria included.</p>
ICPPP322A	New Unit	<p>Based on ICP0522C, now called Digitise images for reproduction.</p> <p>Descriptor included, revised Performance Criteria, slight change in Range Statement.</p>
ICPPP323A	New Unit	<p>Based on ICP0523C, now called Photograph and produce halftone images.</p> <p>Descriptor included, slight change in Performance Criteria and Range Statement.</p>
ICPPP324A	New Unit	<p>Completely new unit for ICP05.</p>
ICPPP325A	New Unit	<p>Completely new unit for ICP05.</p>
ICPPP328A	New Unit	<p>Completely new unit for ICP05.</p>
ICPPP331A	New Unit	<p>Based on ICP0531C, now called Manually combine complex four-colour images.</p> <p>Descriptor included, slight change in Range Statement.</p>
ICPPP333A	New Unit	<p>Based on ICP0532D, now called Electronically combine complex images.</p> <p>Descriptor included, one new Element, deleted Performance Criteria, slight change in Range Statement. Requirement for this unit to be used as a secondary unit to new unit Create graphics using a graphics application.</p>
ICPPP334A	New Unit	<p>Based on ICP0533C, now called Prepare an imposition format for printing processes.</p>

		Descriptor included, slight change in Range Statement.
ICPPP352A	New Unit	Based on ICPPP52C, now called Output complex images. Descriptor included, new and revised Performance Criteria, slight change in Range Statement.
ICPPP360A	New Unit	Based on ICPPP60C, now called Undertake special colour proofing. Based on first Element of ICPPP60cA. Elements and Performance Criteria expanded, slight changes to Range Statement and Evidence Guide.
ICPPP370A	New Unit	Based on ICPPP70B, now called Produce multiple image plates. Descriptor included, slight change in Range Statement.
ICPPP372A	New Unit	Based on ICPPP72C, now called Produce gravure cylinders electronically. Descriptor included, slight change in Performance Criteria and Range Statement.
ICPPP382A	New Unit	Completely new unit for ICP05.
ICPPP385A	New Unit	Completely new unit for ICP05.
ICPPP386A	New Unit	Completely new unit for ICP05.
ICPPP395A	New Unit	Completely new unit for ICP05.
ICPPP411A	New Unit	Based on ICPPP11D, now called Undertake a complex design brief. Descriptor included, changes to the Elements and Performance Criteria, changes in Range Statement.
ICPPP421A	New Unit	Based on ICPPP21D, now called Compose and evaluate typography. Descriptor included, slight changes in Performance Criteria and in Range Statement, a new Performance Criteria.
ICPPP422A	New Unit	Based on ICPPP22D, now called Digitise complex images for reproduction. Descriptor included, deleted and new Performance Criteria, slight change in Range Statement.
ICPPP423A	New Unit	Completely new unit for ICP05.
ICPPP430A	New Unit	Completely new unit for ICP05.
ICPPP435A	New Unit	Based on ICPPP33D, now called Generate complex imposition.

		Descriptor included, new and revised Performance Criteria, slight change in Range Statement.
ICPPP452A	New Unit	Based on ICPPP52D, now called Output complex images direct to plate or press. Descriptor included, new and revised Performance Criteria, slight change in Range Statement.
ICPPP481A	New Unit	Based on ICPPP81D, now called Design complex carton. Descriptor included, slight change to Performance Criteria.
ICPPP484A	New Unit	Completely new unit for ICP05.
ICPPP485A	New Unit	Completely new unit for ICP05.
ICPPP494A	New Unit	Completely new unit for ICP05.
	Deleted	ICPPP53B Output images to electronic media.

Multimedia Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPMM263A	New Unit	Based on ICPMM63B, now called Access the Internet. Performance Criteria reworded, slight change to Evidence Guide.
ICPMM296A	New Unit	Completely new unit for ICP05.
ICPMM321A	New Unit	Based on ICPMM21C, now called Capture a digital image. Descriptor added, slight changes to Range Statement
ICPMM322A	New Unit	Completely new unit for ICP05.
ICPMM344A	New Unit	Based on ICPMM44C, now called Manipulate and incorporate audio into multimedia presentations. Slight change of name to better reflect content. Performance Criteria reworded.
ICPMM346A	New Unit	Based on ICPMM46C, now called Incorporate video into multimedia presentations. Descriptor added.
ICPMM491A	New Unit	Completely new unit for ICP05.
ICPMM492A	New Unit	Completely new unit for ICP05.
ICPMM581A	New Unit	Based on ICPMM81E, now called Manage multimedia production. Descriptor included, slight changes to the Evidence

		Guide.
ICPMM582A	New Unit	Based on ICPMM82E, now called Manage multimedia projects. Descriptor included.
	Deleted	ICPMM11BA Identify components of multimedia. Content is included in ICPKN315A.
	Deleted	ICPMM13CA Author a multimedia sequence. Replaced and extended by CUFMEM01A, CUFMEM02A, CUFMEM03A.
	Deleted	ICPMM15DB Develop a multimedia script.
	Deleted	ICPMM41C Incorporate and format text into multimedia presentations. Replaced by CUFIMA07A.
	Deleted	ICPMM42C Create, manipulate and incorporate 2D graphics. Replaced by ICPPP325A.
	Deleted	ICPMM43C Incorporate digital photography into multimedia presentations. Replaced by ICPMM321A Capture a digital image.
	Deleted	ICPMM45C Incorporate animation into multimedia presentations. Replaced by CUFIMA03A and CUFIMA04A.
	Deleted	ICPMM47DA Incorporate 3D modelling into multimedia presentations. Replaced by CUFIMA05A.
	Deleted	ICPMM61DB Prepare multimedia for different platforms. Some content covered in ICPKN315A and other units.
	Deleted	ICPMM65D Create web pages with multimedia. Replaced by CUFMEM12A and the Information Technology units ICAB5165B Create dynamic pages or ICAB4169B Use development software and IT tools to build a basic website to specification.
	Deleted	ICPMM67DA Plan interface design. Replaced by CUFMEM10A, CUFMEM11A or the Information Technology ICAITB178A Build a graphical user interface (GUI).

Printing Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPPR211A	New Unit	Based on ICPPR11B, now called Mount and proof flexographic plates for basic printing. Descriptor included, revised Elements and Performance Criteria.
ICPPR214A	New Unit	Based on ICPPR14C, now called Produce basic flexographic printed product. Descriptor included, new, deleted and revised Performance Criteria.
ICPPR222A	New Unit	Based on ICPPR22C, now called Produce basic gravure printed product. Descriptor included, new and revised Elements and Performance Criteria.
ICPPR232A	New Unit	Based on ICPPR32C, now called Produce basic lithographic printed product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR242A	New Unit	Based on ICPPR42B, now called Produce basic pad printed product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR252A	New Unit	Based on ICPPR52C, now called Produce basic relief printed product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR261A	New Unit	Based on ICPPR61B, now called Set up for foil stamping. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR262A	New Unit	Based on ICPPR62B, now called Produce foil stamped product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR271A	New Unit	Based on ICPPR71B, now called Set up for basic coating. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR272A	New Unit	Based on ICPPR72B, now called Produce basic coated product.

		Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR281A	New Unit	Completely new unit for ICP05.
ICPPR282A	New Unit	Completely new unit for ICP05.
ICPPR313A	New Unit	Based on ICPPR13B, now called Set up for basic flexographic printing. Descriptor included, new and revised Performance Criteria.
ICPPR314A	New Unit	Based on ICPPR14D, now called Produce complex flexographic printed product. Descriptor included, revised and deleted Elements and Performance Criteria.
ICPPR321A	New Unit	Based on ICPPR21B, now called Set up for basic gravure printing. Descriptor included, new Performance Criteria and deleted Elements and deleted Performance Criteria.
ICPPR322A	New Unit	Based on ICPPR22D, now called Produce complex gravure printed product. Descriptor included, deleted and revised Elements and Performance Criteria.
ICPPR331A	New Unit	Based on ICPPR31B, now called Set up for basic lithographic printing. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR332A	New Unit	Based on ICPPR32D, now called Produce complex lithographic printed product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR341A	New Unit	Based on ICPPR41B, now called Set up for basic pad printing. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR342A	New Unit	Based on ICPPR42C, now called Produce complex pad printed product. New Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR351A	New Unit	Based on ICPPR51B, now called Set up for basic relief printing. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.

ICPPR352A	New Unit	Based on ICPPR52D, now called Produce complex relief printed product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR382A	New Unit	Completely new unit for ICP05.
ICPPR383A	New Unit	Completely new unit for ICP05.
ICPPR411A	New Unit	Based on ICPPR11D, now called Mount and demount flexographic plates for complex printing. Descriptor included, new and revised Performance Criteria, slight changes to Range Statement.
ICPPR413A	New Unit	Based on ICPPR13D, now called Set up for complex flexographic printing. Descriptor included, new, deleted and revised Performance Criteria.
ICPPR414A	New Unit	Completely new unit for ICP05.
ICPPR421A	New Unit	Based on ICPPR21D, now called Set up for complex gravure printing. Descriptor included, new Performance Criteria and Elements, deleted Elements and Performance Criteria.
ICPPR422A	New Unit	Completely new unit for ICP05.
ICPPR431A	New Unit	Based on ICPPR31D, now called Set up for complex lithographic printing. Descriptor included, new and revised Elements and Performance Criteria, slight changes to Range Statement.
ICPPR432A	New Unit	Completely new unit for ICP05.
ICPPR441A	New Unit	Based on ICPPR41C, now called Set up for complex pad printing. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR442A	New Unit	Completely new unit for ICP05.
ICPPR451A	New Unit	Based on ICPPR51D, now called Set up for complex relief printing. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR452A	New Unit	Completely new unit for ICP05.
ICPPR471A	New Unit	Based on ICPPR71D, now called Set up for complex coating.

		Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR472A	New Unit	Based on ICPPR72D, now called Produce complex coated product. Descriptor included, new Performance Criteria, revised and deleted Elements and Performance Criteria.
ICPPR481A	New Unit	Completely new unit for ICP05.
ICPPR484A	New Unit	Completely new unit for ICP05.
ICPPR491A	New Unit	Completely new unit for ICP05.
ICPPR492A	New Unit	Completely new unit for ICP05.
ICPPR493A	New Unit	Completely new unit for ICP05.
ICPPR513A	New Unit	Completely new unit for ICP05.
ICPPR521A	New Unit	Completely new unit for ICP05.
ICPPR531A	New Unit	Completely new unit for ICP05.
ICPPR541A	New Unit	Completely new unit for ICP05.
ICPPR551A	New Unit	Completely new unit for ICP05.

Converting, Binding and Finishing Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPCF105A	New Unit	Completely new unit for ICP05.
ICPCF202A	New Unit	Completely new unit for ICP05.
ICPCF203A	New Unit	Completely new unit for ICP05.
ICPCF204A	New Unit	Completely new unit for ICP05.
ICPCF208A	New Unit	Completely new unit for ICP05.
ICPCF209A	New Unit	Completely new unit for ICP05.
ICPCF2101A	New Unit	Completely new unit for ICP05.
ICPCF2104A	New Unit	Completely new unit for ICP05.
ICPCF2106A	New Unit	Completely new unit for ICP05.
ICPCF220A	New Unit	Completely new unit for ICP05.
ICPCF221A	New Unit	Based on ICPCF21B, now called Set up and produce basic guillotined product. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide.

ICPCF222A	New Unit	Completely new unit for ICP05.
ICPCF223A	New Unit	Based on ICPCF23B, now called Set up machine for cutting (trimming). Descriptor included, revised Elements, new Performance Criteria.
ICPCF224A	New Unit	Based on ICPCF24B, now called Produce cut (trimmed) product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF225A	New Unit	Based on ICPCF25B, now called Set up machine for basic flat-bed die cutting or embossing. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide, slight change in Range Statement.
ICPCF226A	New Unit	Based on ICPCF26B, now called Produce basic flat-bed die cut or embossed product. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide.
ICPCF227A	New Unit	Based on ICPCF27B, now called Set up machine for basic rotary die cutting or embossing. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF228A	New Unit	Based on ICPCF28B, now called Produce basic rotary die cut or embossed product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF231A	New Unit	Based on ICPCF31B, now called Set up machine for basic flat-bed cutting. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF232A	New Unit	Based on ICPCF32B, now called Produce basic flat-bed cut product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF235A	New Unit	Based on ICPCF35B, now called Set up machine for basic rotary cutting. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF236A	New Unit	Based on ICPCF36B, now called Produce basic rotary cut product.

		Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF241A	New Unit	Based on ICPCF41B, now called Set up machine for basic single or continuous folding. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF242A	New Unit	Based on ICPCF42b, now called Produce basic single or continuous folded product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF243A	New Unit	Based on ICPCF43B, now called Set up machine for basic collating or inserting (sheet / section). Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF244A	New Unit	Based on ICPCF44B, now called Produce basic collated or inserted (sheet / section) product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF245A	New Unit	Based on ICPCF45B, now called Set up and produce hand-collated or -inserted product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria, slight change to Evidence Guide.
ICPCF261A	New Unit	Based on ICPCF61B, now called Set up machine for basic adhesive, mechanical or thermal fastening. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF262A	New Unit	Based on ICPCF62B, now called Produce basic adhesive, mechanical or thermal fastened product. Descriptor included, revised and deleted Elements and deleted Performance Criteria.
ICPCF263A	New Unit	Based on ICPCF63B, now called Set up and produce hand-fastened product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF281A	New Unit	Based on ICPCF81B, now called Set up machine for basic laminating. Descriptor included, revised and deleted Elements and new and deleted performance, criteria.
ICPCF282A	New Unit	Based on ICPCF82B, now called Produce basic laminated product.

		Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF294A	New Unit	Completely new unit for ICP05.
ICPCF297A	New Unit	Completely new unit for ICP05.
ICPCF298A	New Unit	Completely new unit for ICP05.
ICPCF3100A	New Unit	Completely new unit for ICP05.
ICPCF3101A	New Unit	Completely new unit for ICP05.
ICPCF3102A	New Unit	Completely new unit for ICP05.
ICPCF3103A	New Unit	Completely new unit for ICP05.
ICPCF3105A	New Unit	Completely new unit for ICP05.
ICPCF3107A	New Unit	Completely new unit for ICP05.
ICPCF311A	New Unit	Based on ICPCF11C, now called Prepare for cutting forme and stripper making. Descriptor included, Elements revised, deleted and new Performance Criteria.
ICPCF312A	New Unit	Based on ICPCF12C, now called Set cutting forme and strippers. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide.
ICPCF320A	New Unit	Completely new unit for ICP05.
ICPCF321A	New Unit	Based on ICPCF21C, now called Set up and produce complex guillotined product. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide.
ICPCF326A	New Unit	Completely new unit for ICP05.
ICPCF327A	New Unit	Based on ICPCF27C, now called Set up machine for complex rotary die cutting or embossing. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF328A	New Unit	Based on ICPCF28C, now called Produce complex rotary die cut or embossed product. Descriptor included, revised and deleted Elements and revised Performance Criteria.
ICPCF341A	New Unit	Based on ICPCF41C, now called Set up machine for complex sequenced or multiple folding.

		Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF342A	New Unit	Based on ICPCF42C, now called Produce complex sequenced or multiple folded product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF343A	New Unit	Based on ICPCF43C, now called Set up machine for complex collating or inserting (sheet / section / reel). Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF344A	New Unit	Based on ICPCF44C, now called Produce complex collated or inserted (sheet / section / reel) product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF361A	New Unit	Based on ICPCF61C, now called Set up machine for complex adhesive, mechanical or sewn fastening. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF362A	New Unit	Based on ICPCF62C, now called Produce complex adhesive, mechanical or sewn fastened product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF369A	New Unit	Based on ICPCF69C, now called Set up and produce hand-made box. Descriptor included, revised and deleted Performance Criteria.
ICPCF371A	New Unit	Based on ICPCF71C, now called Decorate paper. Descriptor included, revised and deleted Performance Criteria.
ICPCF381A	New Unit	Based on ICPCF81C, now called Set up machine for complex laminating. Descriptor included, revised and deleted Elements.
ICPCF382A	New Unit	Based on ICPCF82C, now called Produce complex laminated product. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF391A	New Unit	Completely new unit for ICP05.
ICPCF392A	New Unit	Completely new unit for ICP05.
ICPCF393A	New Unit	Completely new unit for ICP05.

ICPCF395A	New Unit	Completely new unit for ICP05.
ICPCF396A	New Unit	Completely new unit for ICP05.
ICPCF398A	New Unit	Completely new unit for ICP05.
ICPCF399A	New Unit	Completely new unit for ICP05.
ICPCF406A	New Unit	Completely new unit for ICP05.
ICPCF407A	New Unit	Completely new unit for ICP05.
ICPCF425A	New Unit	Based on ICPCF25C, now called Set up machine for complex flat-bed die cutting or embossing. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide.
ICPCF426A	New Unit	Based on ICPCF26C, now called Produce complex flat-bed die cut or embossed product. Descriptor included, revised and deleted Elements and new Performance Criteria, minor changes to Evidence Guide.
ICPCF465A	New Unit	Based on ICPCF65D, now called Set up and produce hand-bound book. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.
ICPCF467A	New Unit	Based on ICPCF67D, now called Restore books. Descriptor included, revised and deleted Elements and new and deleted Performance Criteria.

Screen Printing Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPSP211A	New Unit	Based on ICPSP11C, now called Reclaim screen automatically. Descriptor included, slight change in Range Statement and Evidence Guide.
ICPSP215A	New Unit	Based on ICPSP15B, now called Prepare screen. Descriptor included, new Performance Criteria, slight change in Range Statement and Evidence Guide.
ICPSP221A	New Unit	Based on ICPSP21B, now called Prepare substrate. Descriptor included, a new Performance Criteria, slight change in Range Statement and Evidence Guide.
ICPSP222A	New Unit	Completely new unit for ICP05.

ICPSP223A	New Unit	Completely new unit for ICP05.
ICPSP231A	New Unit	Based on ICPSP31B, now called Prepare stencil using computer or hand-cut method. Descriptor included, revised Performance Criteria, slight changes in Range Statement and Evidence Guide.
ICPSP233A	New Unit	Based on ICPSP33B, now called Manually prepare direct emulsion stencil. Descriptor included, revised Performance Criteria, slight changes in Range Statement and Evidence Guide.
ICPSP235A	New Unit	Based on ICPSP35B, now called Prepare stencil using photographic indirect method. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP270A	New Unit	Completely new unit for ICP05.
ICPSP271A	New Unit	Based on ICPSP71B, now called Manually produce basic screen prints. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP273A	New Unit	Based on ICPSP73B, now called Semi-automatically produce basic screen prints. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP275A	New Unit	Based on ICPSP75B, now called Automatically produce basic screen prints. Slight name change, Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP281A	New Unit	Based on ICPSP81B, now called Finish screen print products. Descriptor included, slight change in Range Statement.
ICPSP311A	New Unit	Based on ICPSP11B, now called Reclaim screen manually. Descriptor included, new Performance Criteria, slight change in Range Statement.
ICPSP333A	New Unit	Based on ICPSP33B, now called Automatically prepare direct emulsion stencil. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP337A	New Unit	Based on ICPSP37C, now called Prepare stencil using

		photographic capillary method. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP339A	New Unit	Based on ICPSP39C, now called Prepare stencil using direct projection method. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP341A	New Unit	Based on ICPSP41C, now called Prepare stencil using direct electronic imaging method. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP351A	New Unit	Based on ICPSP51C, now called Prepare machine and drying / curing unit. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP371A	New Unit	Based on ICPSP71C, now called Manually produce complex screen prints. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP373A	New Unit	Based on ICPSP73C, now called Semi-automatically produce complex screen prints. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP374A	New Unit	Completely new unit for ICP05.
ICPSP375A	New Unit	Based on ICPSP75C, now called Automatically produce complex screen prints. Descriptor included, slight changes in Range Statement and Evidence Guide.
ICPSP376A	New Unit	Completely new unit for ICP05.
ICPSP382A	New Unit	Completely new unit for ICP05.

Ink Manufacture Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPIM211A	New Unit	Based on ICPIM11B, now called Select and prepare materials for production. Descriptor included, revised Evidence Guide.
ICPIM221A	New Unit	Based on ICPIM21B, now called Blend chemicals. Descriptor included, minor revision to Evidence Guide.

ICPIM251A	New Unit	Based on ICPIM51B, now called Filter and pack product. Descriptor included, minor revision to Evidence Guide.
ICPIM331A	New Unit	Based on ICPIM31C, now called Manufacture inks and coatings. Descriptor included, minor revision to Evidence Guide.
ICPIM335A	New Unit	Based on ICPIM35C, now called Manufacture varnish and resin. New Descriptor included.
	Deleted	ICPIM71DA Develop and apply industry and enterprise knowledge (technical / laboratory operations) with content substantially transferred to ICPKN17A. Demonstrate knowledge and requirements of ink manufacture.

Holistic Knowledge Units

Unit Code in ICP05 Version 1	Relationship	Comments in relation to the previous iteration of the Training Package (ICP99)
ICPKN311A	New Unit	Based on ICPKN11B, now called Apply knowledge of the graphic pre-press sector. Descriptor added, new and revised Elements and Performance Criteria, minor changes to Evidence Guide.
ICPKN312A	New Unit	Based on ICPKN12B, now called Apply knowledge of printing machining. Descriptor added, new and revised Elements and Performance Criteria, minor changes to Evidence Guide.
ICPKN313A	New Unit	Based on ICPKN313A, now called Apply knowledge and requirements of the converting, binding and finishing sector. Descriptor added, new and revised Elements and Performance Criteria, minor changes to Evidence Guide.
ICPKN314A	New Unit	Based on ICPKN14B, now called Apply knowledge and requirements of the screen printing sector. Descriptor added, new and revised Elements and Performance Criteria, minor changes to Evidence Guide.
ICPKN315A	New Unit	Based on ICPKN15B, now called Apply knowledge and requirements of the multimedia sector. Descriptor added, new and revised Elements and

		Performance Criteria, minor changes to Evidence Guide.
ICPKN316A	New Unit	Based on ICPKN16B, now called Apply knowledge and requirements of paper and printing processes. Descriptor added, new and revised Elements and Performance Criteria, minor changes to Evidence Guide.
ICPKN317A	New Unit	Completely new unit for ICP05.
ICPKN318A	New Unit	Completely new unit for ICP05.
ICPKN319A	New Unit	Completely new unit for ICP05.
ICPKN320A	New Unit	Completely new unit for ICP05.



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