



Australian Government

ICP31015 Certificate III in Printing and Graphic Arts (Mail House)

Release 1

ICP31015 Certificate III in Printing and Graphic Arts (Mail House)

Modification History

Release	Comments
Release 1	This qualification first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Qualification Description

This qualification applies to individuals engaged in mail management services, such as direct marketing and transactional mailing. They are responsible for the preparation, set-up, monitoring and operation of various mailing house machinery and equipment in roles such as a mail processor or team leader. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 19 units

4 core units, plus

15 Electives of which:

- 6 elective units must be from Group A
- 2 elective units must be from Group A or B
- 3 elective units must be from Group B
- the remaining 4 elective units may be selected from the remaining elective units, from other qualifications in this Training Package or any other endorsed Training Package, or from an accredited course at Certificate III or IV level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBSUS201 Participate in environmentally sustainable work practices

ICPSUP216 Inspect quality against required standards

ICPSUP260 Maintain a safe work environment

ICPSUP262 Communicate in the workplace

Elective Units

Group A

ICPKNW313 Apply knowledge and requirements of the converting, binding and finishing sector

ICPSUP202 Prepare, load and unload product on and off machine

ICPSUP203 Prepare and maintain the work area

ICPSUP243 Reconcile process outputs

ICPSUP282 Undertake basic machine maintenance

ICPSUP351 Undertake basic production scheduling

ICPSUP352 Plan operational processes

ICPSUP362 Work team communication

TLIA2041A Manually sort mail and parcels

Group B

ICTWEB429 Create a markup language document to specification

ICPCBF294 Set up profile cutting for envelope manufacture

ICPCBF303 Run and monitor envelope manufacturing machines

ICPCBF326 Undertake pre make-ready for die cutting

ICPCBF327 Set up machine for complex rotary die cutting or embossing

ICPCBF341 Set up machine for complex sequenced or multiple folding

ICPCBF342 Produce complex sequenced or multiple folded product

ICPCBF396 Set up in-line scoring, folding and gluing machine for envelope manufacture

ICPCBF406 Set up and load in-line smart card machine

ICPCBF407 Operate a smart card machine and pack product

ICPPRP385 Operate a database for digital printing

ICPPRN393 Set up for basic relief printing

ICPPRN282 Produce and manage basic digital print
 ICPPRN288 Produce basic relief printed product
 ICPPRN383 Prepare for personalised digital printing
 ICPPRN384 Set up and produce basic digital print
 ICPPRN484 Prepare for variable data printing
 ICPSUP211 Prepare ink and additives
 ICPSUP212 Prepare coatings, adhesives
 ICPSUP235 Lift loads mechanically
 ICPSUP236 Shift loads mechanically
 ICPSUP271 Provide basic instruction for a task
 ICPSUP321 Pack and dispatch (advanced)
 ICPSUP342 Undertake inventory procedures
 ICPSUP345 Purchase materials and schedule deliveries
 ICPSUP381 Operate and maintain computer resources
 ICPSUP487 Analyse manual handling processes
 ICPSUP488 Ensure process improvements are sustained
 ICPSUP554 Manage teams
 MSS402010A Manage the impact of change on own work
 MSS402001A Apply competitive systems and practices
 MSS402002A Sustain process improvements
 MSS402030A Apply cost factors to work practices
 MSS402040A Apply 5S procedures
 MSS402080A Undertake root cause analysis
 MSAENV272B Participate in environmentally sustainable work practices
 MSAPMSUP390A Use structured problem solving tools

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICP31015 Certificate III in Printing and Graphic Arts (Mail House)	ICP31012 Certificate III in Printing and Graphic Arts (Mail House)	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes