



Australian Government

ICPINK211 Select and prepare materials for production

Release: 1

ICPINK211 Select and prepare materials for production

Modification History

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

Application

This unit describes the skills and knowledge required to prepare materials for ink and varnish manufacture.

It applies to individuals who typically work under supervision to ensure production requirements are met. Individuals identify and select materials and equipment and complete the preparation process according to defined procedures.

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

Unit Sector

Ink manufacture

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Read and interpret job requirements and locate materials	1.1 Material requirements and quantities are correctly identified from documentation 1.2 Materials are located and checked according to enterprise procedures 1.3 Required quantities of material are confirmed and shortages and/or defective materials are reported and recorded
2 Prepare materials	2.1 Weighing and measuring devices are checked for accuracy and reset if required 2.2 Bowls, vats, tanks and pots are selected according to job specifications and checked to ensure they are free from

ELEMENT	PERFORMANCE CRITERIA
	contamination 2.3 Quantities of material are weighed or measured 2.4 Materials are prepared according to enterprise procedures 2.5 Quality checks are undertaken according to enterprise procedures 2.6 Materials are adjusted to conform to job specifications
3 Transfer prepared materials to production area	3.1 Prepared materials are stored, transferred or located according to enterprise and legislative requirements 3.2 Documentation is accurately completed according to enterprise procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.4	Establishes job requirements by interpreting information in relevant documentation
Writing	1.3, 3.2	Records information related to faulty materials and job outcomes in required enterprise format
Oral communication	1.3	Uses clear and specific language to report issues
Numeracy	1.1, 2.1, 2.3	- Identifies and calculates required quantities of materials - Checks and adjusts measuring devices for accuracy
Navigate the world of work	1.2, 2.4, 2.5, 3.1, 3.2	Complies with organisational policies and procedures relevant to own role
Get the work done	1.2, 1.3, 2.1, 2.2, 2.4, 2.6	- Follows clearly defined instructions and monitors own progress on tasks - Makes routine decisions relevant to the immediate task in accordance with job requirements - Responds to problems by referring to procedures and implementing required solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPINK211 Select and prepare materials for production	ICPIM211C Select and prepare materials for production	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPINK211 Select and prepare materials for production

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Performance Evidence

Evidence of the ability to:

- locate, interpret and use information from various sources required to carry out tasks
- select, measure, prepare and store TWO batches of materials for use in the production of ink or chemicals, according to manufacturer's and job specifications and enterprise procedures
- complete required documentation for each batch of materials according to enterprise procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list relevant information sources and for each source briefly outline why it is needed
- summarise the health, safety and environmental considerations when completing ink production tasks including:
 - relevant enterprise procedures
 - potential hazards in the selection and preparation of materials for ink production
 - potential environmental issues when working with raw materials
 - safety equipment requirements
- specify the details needed for selection of materials for ink production
- briefly summarise the enterprise procedures for:
 - determining whether a material is defective
 - preparing materials and containers for ink production
 - recording the quantities and formulations
 - dealing with a shortage of materials
 - approving prepared materials prior to commencement of production

- outline the checks needed during the preparation of materials required for ink production
- summarise the methods or procedures for checking accuracy and resetting measuring devices used in the work area including at least:
 - scales
 - flow meters
 - graduated vessels
- describe the purpose and correct use of equipment and machinery used to transfer materials to the preparation area.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the ink manufacture field of work and include access to:

- enterprise documents and policies and procedures
- raw materials, packaging materials, containers and consumables
- machines or equipment for weighing, measuring and moving materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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