



Australian Government

Assessment Requirements for ICPKNW318 Apply knowledge and requirements of mail house operations

Release: 1

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Modification History

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

Performance Evidence

Evidence of the ability to:

- use appropriate vocabulary and terminology in written and oral communications with tradespeople, colleagues, management or clients
- apply relevant legislative and workplace requirements when completing tasks
- keep up to date with industry trends
- process and package mail and/or parcels correctly
- investigate and analyse the use of digital printing systems in mail house operations
- investigate and use computer driven equipment and software in a mail house environment
- apply the correct process for a mail house job
- choose appropriate substrate, colour and ink for different jobs
- accurately plan, cost and document a job.

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:

- describe legislative and enterprise requirements that affect work practice
- explain data management and processing systems and software used
- explain computerised document management, design and reading systems and software used
- explain the limitations on size, weight and content of postal items
- describe the basic principles behind the following pre-press functions:
 - image production (typesetting, scanning, graphic arts camera)
 - image combining (manual and electronic)
 - image output (film, plates, direct to press)
- describe the basic principles of the following printing processes:
 - lithography
 - relief
 - flexography
 - gravure
 - pad printing
 - screen printing
 - digital and electronic printing
- explain the importance of digital printing systems including inkjet, laser and offset technologies in the mail house
- describe the substrates used for each printing process and their properties
- explain the international paper sizes (IPS) system, its basis and the relationship of different paper sizes
- describe the basic characteristics of the following converting and finishing processes:
 - guillotining
 - flat-bed and rotary cutting
 - collating
 - folding
 - adhesive
 - mechanical and thermal fastening
- explain the main cost elements in pre-press production
- explain the basic principles of efficient production management.

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 printing industry and include access to:

- special purpose tools, equipment and materials
- industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion volumes are available from the IBSA website:

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