



Australian Government

ICPSUP2030 Prepare and maintain the work area

Release: 1

ICPSUP2030 Prepare and maintain the work area

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to undertake basic housekeeping functions in the workplace and prepare and maintain a work area according to work health and safety (WHS) and enterprise procedures.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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

Unit Sector

Support

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. Clean work area	1.1 Identify and confirm requirements for cleaning duties 1.2 Select and use personal protective equipment (PPE) according to WHS requirements and enterprise procedures 1.3 Determine and prepare cleaning equipment, chemicals and detergents for specific tasks to manufacturer specifications and WHS requirements 1.4 Carry out cleaning according to WHS requirements and enterprise requirements
2. Maintain work area	2.1 Confirm and organise tasks according to enterprise procedures 2.2 Identify, store and maintain tools and equipment according to manufacturer specifications and operator safety requirements

ELEMENT	PERFORMANCE CRITERIA
	2.3 Load and unload required materials and equipment according to materials handling and WHS requirements 2.4 Dispose of waste according to WHS requirements and enterprise procedures
3. Restore work area to required condition	3.1 Clean work area following work activity according to WHS requirements and enterprise procedures 3.2 Dispose of cleaning materials according to WHS and environmental requirements and enterprise procedures 3.3 Confirm work area meets enterprise requirements
4. Retrieve and store materials	4.1 Retrieve artwork, information, used plates and film following inventory control procedures and enterprise requirements 4.2 Store artwork and other materials according to enterprise procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Interprets text information from a range of sources to determine job requirements
Numeracy	Uses simple mathematical techniques to calculate weights of materials
Initiative and enterprise	- Follows clear, step-by-step instructions or procedures to address a small set of identified, routine problems directly relevant to own role - Takes responsibility for routine low-impact decisions in familiar situations

Unit Mapping Information

Supersedes and is equivalent to ICPSUP203 Prepare and maintain the work area.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICPSUP2030 Prepare and maintain the work area

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of the unit, including evidence of the ability to:

- prepare, maintain and return own work area to required condition in the course of completing at least three different work tasks.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work health and safety requirements, including:
 - procedures for using cleaning chemicals and other relevant materials and substrates in the workplace, including disposal and storage
 - personal protective equipment (PPE) required to perform cleaning duties
 - requirements relating to switching off machinery before cleaning
 - transportation of finished products
 - requirements for disposing of waste as well as storing and disposing chemicals
 - safe lifting and handling, including techniques, weight limitations and enterprise procedures
 - handling supplies and parts
- enterprise procedures and considerations for:
 - inventory control
 - storage and retrieval of materials
- environmental requirements associated with storing and disposing of artwork, photographic materials and plates
- risks and hazards associated with cleaning and handling supplies.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the area of work.

This includes access to:

- a production environment
- printing machinery
- cleaning equipment, chemicals and detergents required to demonstrate the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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