



Australian Government

ICPSUP203 Prepare and maintain the work area

Release: 1

ICPSUP203 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 1.0.

Application

This unit describes the skills and knowledge required to undertake basic housekeeping functions, handle chemicals and liquid waste in the workplace, and prepare and maintain the 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. Perform general cleaning duties	1.1 Requirements for cleaning duties are identified 1.2 Personal safety equipment, where needed, is selected and used according to WHS and enterprise procedures 1.3 Appropriate cleaning equipment and chemicals/detergents for specific tasks are determined, prepared and mixed to manufacturer's specifications and WHS procedures 1.4 Procedures for handling, storage and correct disposal of cleaning liquids are carried out according to enterprise, WHS and EPA specifications 1.5 Cleaning is carried out to WHS and enterprise requirements

ELEMENT	PERFORMANCE CRITERIA
2. Maintain supplies of materials	2.1 Requests are received, where relevant, and tasks are confirmed and organised according to specific procedures 2.2 Tools and equipment are identified, stored and maintained according to manufacturer's recommendations to ensure ease of access and operator safety 2.3 Appropriate equipment for transferring material or equipment is identified and organised, where relevant 2.4 Material or equipment is loaded and unloaded using suitable equipment (other than forklift) according to materials handling requirements, safe work practices and correct manual handling techniques 2.5 Material is transferred to correct destination in a safe manner
3. Store and retrieve artwork, information, used plates and film	3.1 Inventory control procedures are followed to ensure correct filing and retrieval of artwork, information, used plates and film 3.2 Artwork and other materials are stored and retrieved according to enterprise procedures to ensure preservation
4. Handle chemicals and liquid waste	4.1 Material safety data sheets are used to identify safe chemical handling procedures 4.2 Chemicals and liquid waste are handled according to manufacturer's specifications and enterprise WHS requirements 4.3 Correct procedure for dealing with spilt chemicals is demonstrated according to WHS requirements

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	1.2, 1.3, 1.5, 2.1, 2.2, 3.2, 4.1, 4.2	Recognises and interprets textual information from a range of sources to determine job requirements
Numeracy	1.3	Uses simple mathematical techniques to calculate weights of materials
Navigate the world of	1.2-1.5, 2.4, 2.5, 4.2, 4.3	Recognises and follows organisational and legislative requirements associated with own role

work		
Interact with others	2.1	Identifies main information from oral and written communication and generally responds appropriately
Get the work done	1.1-1.3, 2.2-2.4, 3.1	- Follows pre-determined, sequenced plans for tasks with more than one step - 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 within familiar situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP203 Prepare and maintain the work area	ICPSU203C Prepare and maintain the work area	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 ICPSUP203 Prepare and maintain the work area

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Performance Evidence

Evidence of the ability to:

- correctly perform general cleaning duties
- maintain supplies of materials, information, used plates and film, and store and retrieve artwork
- handle chemicals and liquid waste.

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:

- identify health and safety factors that must be considered when:
 - using cleaning chemicals and other relevant materials and substrates used in the workplace
 - dealing with personal safety equipment required to perform cleaning duties
 - operating machinery – such as safely switching off machinery before cleaning
 - safely transporting finished products
 - disposing of liquid waste as well as storing and disposing chemicals
 - lifting – must use the correct techniques and demonstrate an understanding of weight limitations, and how to place loads to avoid back injury
- explain how to correctly handle supplies and parts, as well as record necessary details in the transfer of finished product
- outline how to operate inventory control systems and follow filing inventory procedures utilised in the work environment
- describe key information on accurate storage and retrieval of materials
- explain the nature of various materials and substrates

- outline environmental considerations associated with storage of artwork, photographic materials and plates
- describe potential dangers of handling supplies or parts
- summarise potential accidents possible when cleaning or handling supplies.

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 Support field of work and include access to a production environment.

Assessors must satisfy NVR/AQTF assessor requirements.

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