



Australian Government

ICPSUP351 Undertake basic production scheduling

Release: 1

ICPSUP351 Undertake basic production scheduling

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 schedule production for a small work unit.

It applies to individuals who perform a range of defined tasks relating to pre-press, printing, screen printing, converting or finishing. They may also provide some leadership and guidance to others with some limited responsibility for the output of others.

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. Identify production requirements and capacities	1.1 Printing, converting and finishing production data is identified 1.2 Inventory capacities and requirements are identified 1.3 Procurement and supply requirements and constraints are identified 1.4 Production capacity for the workgroup is identified 1.5 Production constraints for the workgroup are identified 1.6 Standard times for the workgroup are identified
2. Prepare production schedule for small work unit	2.1 Scheduling is done in conjunction with overall scheduling of other units and processes 2.2 Production schedule is prepared according to production,

ELEMENT	PERFORMANCE CRITERIA
	inventory, procurements, time constraints and supply capacities and requirements 2.3 Schedule is documented according to enterprise procedures 2.4 Schedule is modified as required
3. Monitor production	3.1 Production is monitored 3.2 Any necessary changes in scheduling, and reasons for this, are reported 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	1.1-1.3	Recognises text within job specifications and follows written instructions
Writing	2.1-2.4, 3.2	Uses clear, specific and industry related terminology to complete and update workplace documentation
Numeracy	1.2, 1.4, 1.6	Uses simple mathematical calculations and arranges numerical information sequentially
Navigate the world of work	2.3, 3.2	Takes personal responsibility for adherence to enterprise policies procedures and standards
Get the work done	1.1-1.6, 2.1, 2.2, 3.1	- Takes responsibility for planning, organising and implementing tasks to achieve required outcomes, taking a range of factors into consideration - Monitors outcomes of plans to inform decisions about possible changes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP351	ICPSU351C Undertake	Updated to meet	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
Undertake basic production scheduling	basic production scheduling	Standards for Training Packages	

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 ICPSUP351 Undertake basic production scheduling

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Performance Evidence

Evidence of the ability to:

- effectively schedule production for a small unit in pre-press, printing, screen printing, converting or finishing according to enterprise procedures
- produce a portfolio that documents ONE month's scheduling activities and covers identifying production requirements and capacities, preparing a production schedule and monitoring production.

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:

Production requirements and capacities

- describe the relationship between job requirements and production processes
- list and describe special production requirements and possible problems that special requirements may cause
- outline criteria used to determine availability of machines, materials and labour
- explain work health and safety (WHS) concerns to consider when planning production

Checking stock levels

- explain how stock levels are checked
- identify information to obtain from outside suppliers that will allow job priorities to be established
- describe the system used to select suppliers

Preparation and documentation of the production schedule

- explain how to determine production workflow
- identify the system used to work out job priorities

- describe the purpose of documenting production workflow
- explain how to communicate schedules to the workforce

Revising schedules

- outline how to monitor and amend production schedules
- describe the factors to consider if a production schedule is being revised.

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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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