



Australian Government

ICPSUP3570 Apply quick changeover procedures

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 4.0.

Application

This unit describes the skills and knowledge required to carry out quick operational changeovers and recommend improvements within the scope and authority of the job.

It applies to individuals who perform a range of defined tasks relating to the printing and print finishing industry, who 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. Prepare for quick changeover	1.1 Identify enterprise and personnel requirements for quick changeover 1.2 Determine timing of changeover according to enterprise production schedule 1.3 Identify and obtain all required equipment 1.4 Organise process and required equipment 1.5 Liaise with required personnel
2. Conduct quick changeover	2.1 Plan quick changeover according to identified enterprise procedures 2.2 Complete changeover according to enterprise procedures 2.3 Check output meets enterprise requirements

ELEMENT	PERFORMANCE CRITERIA
	2.4 Check and adjust equipment for future runs 2.5 Identify areas for improvement and recommend changes
3. Apply work health and safety (WHS) principle to changeover	3.1 Identify hazards in the process 3.2 Determine risks from each hazard 3.3 Identify actions which may be performed in a more ergonomic manner 3.4 Recommend changes to improve work health and safety (WHS)

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	Identifies text within job specifications and follows written instructions
Writing	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	Articulates requirements using language to audience and environment
Numeracy	Uses simple mathematical calculations to determine timeframes
Teamwork	Consults with other personnel to complete routine tasks together
Self-management	- Takes personal responsibility for adherence to enterprise procedures and standards - Takes responsibility for addressing predictable and some less predictable problems in familiar work contexts
Planning and Organising	Takes responsibility for planning and organising own workload, necessary resources and workplace scheduling

Unit Mapping Information

Supersedes and is equivalent to ICPSUP357 Apply quick changeover procedures.

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 ICPSUP3570 Apply quick changeover procedures

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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:

- plan and complete at least two changeovers.

In the course of the above, the candidate must confirm changeover is carried out to enterprise standards.

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:

- principles of a quick changeover
- procedures for, and purpose of changeovers
- enterprise production schedule
- output quality checks
- process for minimisation of changeover scrap
- assessment criteria for ergonomics in changeovers
- work health and safety (WHS) requirements for completing changeovers
- required manuals, safety and other documentation, including their location and purpose.

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:

- machinery for changeover.

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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