



Australian Government

ICPSUP357 Apply quick changeover procedures

Release: 1

ICPSUP357 Apply quick changeover procedures

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 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 changeover	1.1 Timing of changeover is determined according to production schedule 1.2 All required tools/parts/materials are obtained for changeover 1.3 Process and tools/parts/materials are organised ready for changeover 1.4 Liaison with relevant people is conducted for quick changeover
2. Make quick changeover	2.1 Quick changeover is planned according to quick changeover principles 2.2 Changeover is completed according to enterprise procedures 2.3 Output is checked to meet specifications

ELEMENT	PERFORMANCE CRITERIA
	2.4 Any steps which cause a problem are noted and changes recommended to problematic steps
3. Improve work health and safety (WHS)	3.1 Hazards in all steps/actions are identified 3.2 Risks from each hazard are determined 3.3 Actions which may be performed in a more ergonomic manner are identified 3.4 Changes are recommended to improve WHS

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	Recognises text within job specifications and follows written instructions
Writing	2.4. 3.1. 3.4	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	1.4, 3.4	Clearly articulates requirements using language appropriate to audience and environment
Numeracy	1.1	Uses simple mathematical calculations to determine timeframes
Navigate the world of work	2.2, 3.1-3.4	Takes personal responsibility for adherence to enterprise policies, procedures and standards
Get the work done	1.1-1.3, 2.1, 2.3, 2.4, 3.1-3.3	- Takes responsibility for planning and organising own workload, necessary resources and workplace scheduling - Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP357 Apply quick changeover procedures	ICPSU357C Apply quick changeover procedures	Updated to meet Standards for Training Packages	Equivalent qualification

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 ICPSUP357 Apply quick changeover procedures

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Performance Evidence

Evidence of the ability to:

- plan a changeover including scheduling, organising tools, parts and materials, and liaising with required people
- complete a changeover according to quick changeover procedures
- identify hazards during all steps of changeover, determine risks, and recommend changes to improve health and safety.

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:

- explain principles of a quick changeover
- identify relevant procedures
- explain purposes/requirements of changeover
- describe how to recommend WHS or changeover improvements
- explain how to check that output meets quality requirements
- outline the process for minimisation of changeover scrap
- summarise work health and safety (WHS) requirements for completing changeovers.

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 machinery for changeover.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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