



Australian Government

ICPSUP455 Supervise and schedule work of others

Release: 1

ICPSUP455 Supervise and schedule work of others

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 supervise and schedule work of a team or individuals.

It applies to individuals who perform a broad range of skilled tasks relating to the printing and graphic arts industry, and who may also provide some leadership and guidance to others in application and planning of the skills.

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. Plan and implement work schedules	1.1 Tasks and/or jobs are identified and prioritised according to overall production schedule 1.2 Timelines, personnel and equipment are identified for each job and task 1.3 Schedules are communicated logically and in an easily understood manner 1.4 Changes to schedules are implemented through reorganisation of priorities, with reasons being clearly conveyed to the team or individuals 1.5 Priority of tasks is communicated to the team or individuals

ELEMENT	PERFORMANCE CRITERIA
2. Monitor performance of tasks	2.1 Required standard is effectively communicated to the team or individuals to ensure understanding of allotted task 2.2 Instruction or support to achieve required standard is provided as necessary 2.3 Standard of performance is monitored, including quality standards, to ensure achievement of outcomes, and is reported according to enterprise procedures 2.4 Completion times of tasks/jobs are monitored and scheduling is adjusted as appropriate
3. Monitor and support development of teams or individuals	3.1 Team or worker performance is monitored to determine effectiveness and is reported according to enterprise procedures 3.2 Support is provided to individuals or teams to ensure full participation 3.3 Procedures are provided to assist interaction and feedback on effectiveness between teams and individuals
4. Monitor application of WHS in the work area	4.1 Implementation of standards, both work health and safety (WHS) and environmental, is monitored to determine safety in the work area requirements 4.2 Strategies for prevention or correction of problems are determined from the monitoring process 4.3 Recommendations for prevention or correction are made to achieve established standards
5. Communicate with management, work teams and individuals	5.1 All information affecting work is explained logically and in an easily understood manner to team coordinators, teams or individuals where appropriate 5.2 Effective and appropriate information provision is carried out with management and/or external personnel 5.3 Written reports are concise and conform 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	Description
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	Criteria	
Reading	1.1, 1.3, 1.4, 2.4, 3.1, 3.3, 4.1	Recognises relevant text within organisational documents and follows written instructions
Writing	1.1, 1.4, 2.3, 2.4, 3.1, 3.3, 4.3, 5.1-5.3	Records numerical and textual information related to outcomes of the job
Oral Communication	1.3-1.5, 2.1, 2.2, 3.2, 3.3, 4.3, 5.1-5.3	Provides explanations using vocabulary and non-verbal features appropriate for audience and context
Numeracy	1.2-1.4, 2.4	Uses simple mathematical calculations related to timeframes and schedules
Navigate the world of work	2.3, 3.1, 4.1, 5.3	Recognises and follows organisational and legislative requirements associated with own role
Interact with others	1.3-1.5, 2.1, 2.2, 3.2, 3.3, 4.3, 5.1-5.3	- Uses appropriate communication protocols and conventions to convey information to co-workers - Plays a lead role in collaborating, consulting and cooperating with co-workers to achieve shared understanding of individual roles and group objectives
Get the work done	1.1, 1.2, 2.3, 2.4, 4.2	- Takes responsibility for planning and organising own workload and workloads of others - Initiates standard procedures when responding to familiar problems within immediate context

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP455 Supervise and schedule work of others	ICPSU455C Supervise and schedule work of others	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 ICPSUP455 Supervise and schedule work of others

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Performance Evidence

Evidence of the ability to:

- effectively schedule and supervise a team or individuals
 - create a portfolio of documents showing:
 - planning, implementing and monitoring schedules
 - monitoring and reporting on the performance of others
 - providing support and feedback on performance to others
 - determining safety requirements in the work area
 - monitoring work health and safety and environmental standards. (Suitable documents for the portfolio include rosters, schedules, quality-related documentation and testimonials from superiors and workers being supervised.)

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:

WHS standards

- explain who is responsible for work health and safety (WHS) standards in the workplace
- explain reporting procedures for WHS incidents

Planning and implementing work schedules

- explain how priority of jobs is determined
- describe work scheduling procedures used within the organisation
- explain why changes to scheduling might be needed

Standards monitoring

- outline information reported in performance monitoring

- identify who is responsible for providing instruction to achieve the required standard

Staff and workforce development

- describe how often teams or individuals should be monitored on performance
- outline changes that can be made to enhance individual performance
- outline changes that can be made to enhance team performance
- list advantages of providing written reports to management.

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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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