



Australian Government

ICPSUP455 Supervise and schedule work of others

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 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>