



Australian Government

ICPSUP458 Monitor production workflow

Release: 1

ICPSUP458 Monitor production workflow

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 monitor production workflow, assess job steps and evaluate work progress.

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 the application and planning of the skills.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

ICPSUP216	Inspect quality against required standards
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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. Input job	1.1 Each new job is assigned a unique identification number 1.2 Baselines are set for production and budget estimation 1.3 Number of actions or steps are identified for each job 1.4 Nature of actions are identified

ELEMENT	PERFORMANCE CRITERIA
2. Assess job step	2.1 Job step is identified using business workflow tools 2.2 Current step is compared against any baselines set for the job 2.3 Number of steps and iterations are identified and any corrective action undertaken if necessary 2.4 Actions within each step are logical to the step 2.5 Resources required for current and future steps are identified, and availability confirmed
3. Evaluate job progress	3.1 Job progress is evaluated and any improvement modifications to the workflow are identified 3.2 Parallel activities are fully utilised to meet baselines and quality standards 3.3 Reports are reviewed and possible process improvements identified

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	2.1, 2.3, 3.3	- Recognises text within job specifications and follows written instructions - Reviews documents to identify specific text
Writing	2.5, 3.1, 3.3	Produces documents using layout that meets audience needs and text purpose
Numeracy	1.1, 1.2	Uses simple mathematical calculations within budget constraints, and arranges numerical information sequentially
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Initiates standard procedures when responding to familiar problems within immediate context - Reviews outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP458 Monitor production workflow	ICPSU458C Monitor production workflow	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 ICPSUP458 Monitor production workflow

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Performance Evidence

Evidence of the ability to:

- assign job identifier and set up baselines for production and budget estimation
- identify job steps, actions and resource requirements
- evaluate job progress against baselines and quality standards and report on possible improvements.

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 what baselines are and how they are set
- summarise the production workflow
- explain how to conduct a job assessment
- summarise techniques used for scheduling and resource allocation.

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 relevant hardware and software or non-computerised systems.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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