



Australian Government

ICPSUP486 Mistake proof a production process

Release: 1

ICPSUP486 Mistake proof a production process

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 focus on preventing errors/backsliding to a previous behaviour.

It applies to individuals who perform a broad range of skilled tasks and services to customers in the printing and graphic arts industry. They 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.

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. Analyse the process	1.1 Identify sources of variability/non-conformance in the process 1.2 Identify critical control points in the process 1.3 Analyse causes of variability/non-conformance
2. Develop preventive techniques/systems	2.1 Liaise with team members and others to develop mistake-proof methods of performing operations 2.2 Test and validate mistake proofing
3. Implement permanent fix	3.1 Liaise with relevant people to have systems/procedures changed to implement solution 3.2 Liaise with relevant people to ensure the workforce has an

ELEMENT	PERFORMANCE CRITERIA
	appropriate skills set 3.3 Follow through to ensure implementation occurs
4. Monitor implementation	4.1 Critically observe implementation 4.2 Compare results of the implementation against expected outcomes 4.3 Modify solution to improve outcomes 4.4 Ensure procedures reflect change 4.5 Ensure training and assessment reflect change 4.6 Audit change at agreed period/cycle 4.7 Take action on any observed deviation
5. Seek improvements	5.1 Observe changes against enterprise expectations for production 5.2 Analyse process against enterprise expectations for production

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Reading	2.2, 3.1, 4.4-4.6, 5.2	Recognises text within job specifications and work processes related to outcomes of the job
Writing	2.1, 2.2, 3.1, 3.2, 4.3-4.7, 5.2	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	2.1, 3.1, 3.2	- Provides clear explanations using language appropriate to audience and environment - Participates in a verbal exchange of ideas and solutions
Navigate the world of work	5.1, 5.2	Understands and adheres to enterprise policies and procedures
Interact with others	2.1, 3.1, 3.2	Collaborates with others to achieve joint outcomes
Get the work done	1.1-1.3, 2.2, 3.1, 3.4, 4.1-4.3, 4.5, 4.6, 4.7, 5.1, 5.2	- Develops and implements plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to enterprise goals - Uses systematic, analytical processes to solve problems; setting goals, gathering relevant information and identifying and evaluating options to reach

		solutions Utilises digital systems to monitor processes
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP486 Mistake proof a production process	ICPSU486C Mistake proof a production process	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 ICPSUP486 Mistake proof a production process

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Performance Evidence

Evidence of the ability to:

- analyse ONE complex process or several simpler processes and implement systems to ensure processes are as error-proof as possible
- monitor and evaluate the results of the modifications to the process(es).

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 the concept of ‘mistake proofing’
- explain the importance of communication, problem-solving and teamwork in developing and implementing improvements
- identify factors in production processes which may cause variability
- outline methods of controlling variability in production processes
- discuss mistake-proofing methods relevant to the process/product
- outline methods used to monitor performance.
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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 an organisation using a competitive manufacturing approach.

Assessors must satisfy NVR/AQTF assessor requirements.

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