



Australian Government

ICPSUP516 Set and apply quality standards

Release: 1

ICPSUP516 Set and apply quality standards

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 set and manage quality procedures within an enterprise or large section/department.

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.

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. Set quality standards	1.1 Quality of items is determined according to job specifications and enterprise capacity 1.2 Production proofs are prepared for client approval to determine client's requirements 1.3 Quality standards are determined and inspection specifications set for purpose intended
2. Determine inspection specifications	2.1 Inspection variables are determined in consultation with client, or are set to acceptable workplace standards, and are recorded in job specifications 2.2 Type of inspection is determined according to job

ELEMENT	PERFORMANCE CRITERIA
	specifications
3. Carry out inspection	3.1 Criteria for rejection are determined in consultation with machine operator and inspector/racker and recorded in job specifications 3.2 Variation to standards is monitored and action taken to rectify the problem according to enterprise procedures 3.3 Unsatisfactory work is separated according to pre-determined standards
4. Rework job	4.1 Unacceptable items are evaluated and possible methods of reworking are determined according to workplace quality standards 4.2 Reworking is monitored according to enterprise procedures 4.3 Reworked material/substrates is/are inspected to ensure previously determined requirements are met
5. Evaluate job process	5.1 Production processes are evaluated to determine cause of unacceptable items 5.2 Inspection records are maintained, including number of accepted and rejected items, and cause of rejection 5.3 Records are maintained to ensure faulty processes are identified, recorded and corrected
6. Participate in quality improvement	6.1 Performance is monitored to ensure product or service standards are maintained or improved 6.2 Participation in enterprise quality improvement processes occurs, where applicable

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	1.1-1.3, 2.1, 2.2, 3.1, 3.2, 5.2, 5.3, 6.2	Recognises text within job specifications and workplace documents related to outcomes of the job
Writing	1.3, 2.1, 3.1, 3.2,	Uses clear, specific and industry related terminology to

	5.2, 5.3, 6.1, 6.2	complete and update workplace documentation
Oral Communication	2.1, 3.1	Participates in a verbal exchange of ideas and solutions
Numeracy	5.2	Uses simple mathematical calculations and arranges numerical information sequentially while maintaining records
Navigate the world of work	3.2, 4.1, 4.2	Monitors adherence to organisational policies, procedures and standards
Interact with others	2.1, 3.1, 6.2	Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomes
Get the work done	1.1, 1.2, 3.2, 3.3, 4.1, 4.3, 5.1, 6.1	- Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer term operational and strategic goals - Uses systematic, analytical processes to solve problems in complex, non-routine situations; setting goals, gathering relevant information and identifying and evaluating options against agreed criteria - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans - Considers purpose, needs and limitations when selecting devices and applications for different tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP516 Set and apply quality standards	ICPSU516C Set and apply quality standards	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 ICPSUP516 Set and apply quality standards

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Performance Evidence

Evidence of the ability to:

- Ensure, on TWO occasions, that correct procedures are implemented within an enterprise or large section/department to make sure quality standards are achieved
- produce a portfolio that demonstrates each element has been carried out (including records of standards and monitoring procedures, and evidence they are being effectively carried out).

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:

Setting quality standards

- describe how criteria for print quality inspections are set
- explain why quality of artwork/film has a bearing on quality of the printed product
- list quality standards set by the customer
- explain how quality standards determine inspection specifications

Determining inspection variables

- describe quality specifications set to make the product acceptable for its intended purpose
- identify who is responsible for inspection specifications
- outline specifications recorded on the job sheet
- describe the specific inspection standards set for printing and finishing

Causes of failure

- list common causes of failure in each production area that need to be monitored
- list procedures implemented to minimise the effect of failure.

Inspection procedures

- explain the criteria for operator inspection (100%, random, periodic or continuous in-line)
- describe the result an unnecessary inspection has on production output
- explain how to determine the minimum number of inspections required to avoid rejects
- outline the information that has to be conveyed for the operator to rectify a problem

Evaluating re-work methods

- identify who is responsible for evaluating the re-work of unacceptable items
- outline the method of re-work determined
- describe the criteria set to monitor the re-work
- list requirements established for the inspection of re-working material to customer's specifications

Determining unacceptable items and evaluating production procedures

- identify the cause of unacceptable items
- describe records kept of acceptable and rejected items
- describe records kept of reasons for rejections
- identify the cause for the rejection and how to rectify the problem

Quality improvements

- explain what information needs to be monitored to maintain standards
- identify who should be involved in monitoring quality standards
- explain how enterprise improvements affect quality standards.

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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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