



Australian Government

ICPSUP516 Set and apply quality standards

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 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.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

