



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICP20610 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)**

**Release: 1**

## **ICP20610 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)**

### **Modification History**

Not applicable.

### **Description**

#### **Descriptor**

This qualification applies to individuals who perform a range of mainly routine tasks in the converting, binding and finishing sector of the printing and graphic arts industry. They will generally work under direct supervision and use limited practical skills and fundamental operational knowledge in a defined context.

#### **Job Roles**

Assistant machinist  
Bench hand

### **Pathways Information**

#### **Qualification Pathways**

##### **Entry requirements**

There are no entry requirements for this qualification.

##### **Pathways into the qualification**

Candidates may enter the qualification with limited or no vocational experience and without a relevant lower level qualification.

##### **Pathways from the qualification**

At the completion of this qualification candidates could choose to enter a:

- ICP30710 Certificate III in Printing and Graphic Arts (Print Finishing)
- ICP30810 Certificate III in Printing and Graphic Arts (Sacks and Bags).
- 

### **Licensing/Regulatory Information**

#### **Licensing, legislative, regulatory or certification considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### ICP20610 Certificate II in Printing and Graphic Arts (Converting, Binding and Finishing)

The following table contains a summary of the Employability Skills required for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"><li>labelling packaged goods before shipment</li><li>reading and interpreting job requirements from documents or production control systems</li></ul>
Teamwork	<ul style="list-style-type: none"><li>operating production processes in association with fellow workers</li></ul>
Problem solving	<ul style="list-style-type: none"><li>identifying and rectifying defects, irregularities and discrepancies when packing and dispatching products</li></ul>
Initiative and enterprise	<ul style="list-style-type: none"><li>anticipating production difficulties and taking preventative action</li></ul>
Planning and organising	<ul style="list-style-type: none"><li>organising raw materials required to set up and produce hand-fastened products</li></ul>
Self-management	<ul style="list-style-type: none"><li>following procedures and using personal protective equipment correctly</li><li>making adjustments to machines according to specified procedures and consistent with own skill level</li></ul>
Learning	<ul style="list-style-type: none"><li>giving and following simple routine instructions</li></ul>
Technology	<ul style="list-style-type: none"><li>using computerised control, monitoring and data entry systems</li><li>using information technology, such as computer hardware and software to access data from files</li><li>using machinery, such as pallet wrapping equipment and guillotines</li></ul>

## Packaging Rules

### Packaging Rules

**Total number of units = 15 units**

**4 core units, plus**

**11 elective units.**

**8 elective units** must be selected from the elective units listed below.

## Packaging Rules

Up to **3 elective units** may be selected from the remaining elective units or from qualifications at the same level or one level higher, in this Training Package or any other endorsed Training Package or accredited course.

Elective units must be relevant to the qualification level, job role, work outcome and industry requirements. Unit selection is by negotiation and mutual agreement between the employee, employer and the RTO and is based on enterprise and individual needs.

## Core Units

BSBSUS201A Participate in environmentally sustainable work practices

ICPSU216C Inspect quality against required standards

ICPSU260C Maintain a safe work environment

ICPSU262C Communicate in the workplace

## Elective Units

ICPCF220C Produce basic converted or finished product

ICPCF221C Set up and produce basic guillotined product

ICPCF222C Set up and operate in-line cutter

ICPCF223C Set up machine for cutting (trimming)

ICPCF224C Produce cut (trimmed) product

ICPCF225C Set up machine for basic flat-bed die cutting or embossing

ICPCF226C Produce basic flat-bed die cut or embossed product

ICPCF227C Set up machine for basic rotary die cutting or embossing

ICPCF228C Produce basic rotary die cut or embossed product

ICPCF231C Set up machine for basic flat-bed cutting

ICPCF232C Produce basic flat-bed cut product

ICPCF235C Set up machine for basic rotary cutting

ICPCF236C Produce basic rotary cut product

ICPCF241C Set up machine for basic single or continuous folding

ICPCF242C Produce basic single or continuous folded product

ICPCF243C Set up machine for basic collating or inserting (sheet/section)

ICPCF244C Produce basic collated or inserted (sheet/section) product

ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening

ICPCF262C Produce basic adhesive, mechanical or thermal fastened product

ICPCF263C Set up and produce hand-fastened product

ICPCF281C Set up machine for basic laminating

ICPCF282C Produce basic laminated product

ICPCF294C Set up profile cutting for envelope manufacture

ICPCF2101C Set up and run machine for sewing

ICPSU120C Pack product

ICPSU201C Prepare, load and unload reels and cores on and off machine

ICPSU202C Prepare, load and unload product on and off machine

ICPSU203C Prepare and maintain the work area

### **Packaging Rules**

ICPSU207C	Prepare machine for operation (basic)
ICPSU208C	Operate and monitor machines (basic)
ICPSU211C	Prepare ink and additives
ICPSU212C	Prepare coatings, adhesives
ICPSU221C	Pack and dispatch product
ICPSU222C	Pack and dispatch solid waste
ICPSU224C	Perform basic machine maintenance
ICPSU225C	Perform small machine maintenance
ICPSU235C	Lift loads mechanically
ICPSU236C	Shift loads mechanically
ICPSU241C	Undertake warehouse or stores materials processing
ICPSU243C	Reconcile process outputs
ICPSU261C	Follow OHS practices and identify environmental hazards
ICPSU263C	Perform basic industry calculations
ICPSU271C	Provide basic instruction for a task
ICPSU280C	Enter data into electronic system
ICPSU281C	Use computer systems
MSACMC210A	Manage the impact of change on own work
MSACMS200A	Apply competitive manufacturing practices
MSACMS201A	Sustain process improvements
MSACMT230A	Apply cost factors to work practices
MSACMT240A	Apply 5S procedures in a manufacturing environment
MSACMT280A	Undertake root cause analysis