**Australian Government**

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

# ICP40510 Certificate IV in Printing and Graphic Arts (Mail House)

**Release: 2**

## ICP40510 Certificate IV in Printing and Graphic Arts (Mail House)

## Modification History

| Release | Comments |
|---|---|
| Release 2 | This version released with *ICP10 Printing and Graphic Arts Training Package version 2.0.* <br><br>Imported elective units updated with the most current equivalent. <br><br>Group A elective unit ICPKN313C replaced with ICPKN318C. |
| Release 1 | This Qualification first released with *ICP10 Printing and Graphic Arts Training Package version 1.0.* |

## Description

This qualification applies to individuals engaged in production coordination in the mail house sector of the printing and graphic arts industry. They apply solutions to a defined range of problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

**Job Roles**

- Production/process scheduler
- Team/production supervisor

# Pathways Information

**Pathways into the qualification**
Candidates may enter the qualification with limited or no vocational experience and without a relevant lower level qualification. However, the preferred pathway for candidates entering this qualification is:

- ICP31010 Certificate III in Printing and Graphic Arts (Mail House).

**Pathways from the qualification**

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

- ICP50410 Diploma of Printing and Graphic Arts (Management/Sales)
- ICP50510 Diploma of Printing and Graphic Arts (Process Improvement).

# Licensing/Regulatory Information

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.

**Units in Qualification with Prerequisites**

| Code and title | Prerequisite units required |
|---|---|
| ICPPR496A Set up and produce complex digital print | ICPPR384A Set up and produce basic digital print |
| ICPSU458C Monitor production workflow | ICPSU216C Inspect quality against required standards |

# Entry Requirements

There are no entry requirements for this qualification.

# Employability Skills Summary

*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 | • reading and interpreting job requirements from the job documentation or production control system |
| Teamwork | • maintaining the production process in association with others |
| Problem solving | • monitoring production work flow, anticipating problems and addressing them early<br>• troubleshooting and optimising materials and machinery |
| Initiative and enterprise | • identifying opportunities for improvement when monitoring production processes |
| Planning and organising | • ensuring materials for envelope manufacture are checked and available<br>• contributing to the development of the operational plan<br>• planning the set-up to minimise time and wastage |
| Self-management | • using courteous, effective, responsive and supportive communication in work place interactions<br>• using discretion and confidentiality when dealing with customers |
| Learning | • obtaining feedback on customer satisfaction on an ongoing basis<br>• providing training through instruction and the demonstration of work skills |
| Technology | • selecting and using special purpose tools, equipment and machinery for the printing industry<br>• using technology to assist with the management of information |

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# Packaging Rules

**Total number of units = 25 units**
**4 core units** *plus*
**9 elective units from Group A** *plus*
**12 elective units from Group B or Group C.**

Up to **2 elective units** from Group A can be substituted with Group B elective units listed below.

**4 elective units** must be selected from the Group B elective units and **2 elective units** from Group C elective units.

Up to **4 elective units** may be selected from the remaining elective units or from other qualifications, at the same qualification 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

BSBSUS301A Implement and monitor environmentally sustainable work practices
ICPSU216C Inspect quality against required standards
ICPSU260C Maintain a safe work environment
ICPSU262C Communicate in the workplace

## Group A Elective Units

BSBCUS401B Coordinate implementation of customer service strategies
ICPCF391C Use electronic monitoring systems (converting and finishing)
ICPKN318C Apply knowledge and requirements of mail house operations
ICPSU202C Prepare, load and unload product on and off machine
ICPSU203C Prepare and maintain the work area
ICPSU216C Inspect quality against required standards
ICPSU224C Perform basic machine maintenance
ICPSU225C Perform small machine maintenance
ICPSU243C Reconcile process outputs
ICPSU458C Monitor production workflow
ICPSU482C Troubleshoot and optimise materials and machinery
ICPSU487C Analyse manual handling processes
TLIA2041A Manually sort mail and parcels

## Group B Elective Units

BSBMGT402A Implement operational plan
BSBMGT403A Implement continuous improvement

BSBWOR402A Promote team effectiveness
BSBWOR404B Develop work priorities
ICPSU464C Provide customer service and education
ICPSU482C Troubleshoot and optimise materials and machinery
ICPSU485C Implement a just-in-time (JIT) system
TAEASS402B Assess competence
TAEDEL402A Plan, organise and facilitate learning in the workplace

## Group C Elective Units

BSBINN301A Promote innovation in a team environment
ICPCF3103C Run and monitor envelope manufacturing machines
ICPCF341C Set up machine for complex sequenced or multiple folding
ICPCF343C Set up machine for complex collating or inserting (sheet/section/reel)
ICPCF391C Use electronic monitoring systems (converting and finishing)
ICPCF392C Produce product on window gluer
ICPCF393C Set up machine for envelope manufacture
ICPCF395C Set up and operate folder gluer machine
ICPCF396C Set up in-line scoring, folding and gluing machine for envelope manufacture
ICPCF406C Set up and load in-line smart card machine
ICPPP385C Operate a database for digital printing
ICPPR382C Produce and manage complex digital print
ICPPR384A Set up and produce basic digital print
ICPPR496A Set up and produce complex digital print
ICPSU342C Undertake inventory procedures
ICPSU351C Undertake basic production scheduling
ICPSU352C Plan operational processes
ICPSU357C Apply quick changeover procedures
ICPSU389C Undertake basic root cause analysis
MSACMC410A Lead change in a manufacturing environment
MSACMT440A Lead 5S in a manufacturing environment
MSAENV472B Implement and monitor environmentally sustainable work practices
MSAPMSUP390A Use structured problem solving tools
TAEDEL402A Plan, organise and facilitate learning in the workplace