



Australian Government

Department of Education, Employment and Workplace Relations

ICP40710 Certificate IV in Printing and Graphic Arts (Process Leadership)

Release: 2

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Modification History

Release	Comments
Release 2	<p>This version released with <i>ICP10 Printing and Graphic Arts Training Package version 2.0</i>.</p> <p>Imported elective units updated with the most current equivalent.</p>
Release 1	<p>This Qualification first released with <i>ICP10 Printing and Graphic Arts Training Package version 1.0</i>.</p>

Description

This qualification applies to individuals engaged in production coordination in various sectors of the printing and graphic arts industry, who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of problems, and analyse and evaluate information from a variety of sources. They provide leadership and guidance to others with some limited responsibility for the output of others.

Job Roles

- Production coordinator
- Production controller

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 one of the following qualifications:

- ICP30512 Certificate III in Printing and Graphic Arts (Printing)
- ICP30612 Certificate III in Printing and Graphic Arts (Screen Printing)
- ICP30712 Certificate III in Printing and Graphic Arts (Print Finishing)
- ICP30812 Certificate III in Printing and Graphic Arts (Sacks and Bags)
- ICP30912 Certificate III in Printing and Graphic Arts (Cartons and Corrugating)
- ICP31012 Certificate III in Printing and Graphic Arts (Mail House)
- ICP31112 Certificate III in Printing and Graphic Arts (Ink Manufacture).

Pathways from the qualification

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

- 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
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	<ul style="list-style-type: none">communicating changes to production to workers in a logical and easily understood mannerestablishing and maintaining effective oral and written channels between staff and management
Teamwork	<ul style="list-style-type: none">establishing effective goals for work teams and monitoring performancemaintaining the production process in association with others
Problem solving	<ul style="list-style-type: none">checking quality standards, time taken and wastage to ensure production efficiency is maintained
Initiative and enterprise	<ul style="list-style-type: none">seeking and acting on feedback from clients and colleagues
Planning and organising	<ul style="list-style-type: none">developing work prioritiesorganising operations, staff and production processes
Self-management	<ul style="list-style-type: none">assessing own skills and knowledge to determine development needs and prioritiesusing courteous, effective, responsive and supportive communication in workplace interactions
Learning	<ul style="list-style-type: none">accessing and completing opportunities to facilitate continuous learning and career developmentproviding training through instruction and demonstration of work skills to team members
Technology	<ul style="list-style-type: none">selecting and using special purpose tools, equipment and industry software packagesusing business technology to manage and monitor planning and scheduling of tasks

Packaging Rules

Total number of units = 19 units

4 core units *plus*

4 elective units from Group A *plus*

11 elective units from Group B or Group C.

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

2 elective units only must be selected from Group B elective units. The remaining elective units must be taken from Group C elective units.

Up to **3 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

ICPSU455C Supervise and schedule work of others

ICPSU458C Monitor production workflow

ICPSU482C Troubleshoot and optimise materials and machinery

ICPSU487C Analyse manual handling processes

ICPPP484C Set up and operate automated workflow

Group B Elective Units

ICPKN311C Apply knowledge of the graphic pre-press sector

ICPKN312C Apply knowledge of printing machining

ICPKN313C Apply knowledge and requirements of the converting, binding and finishing sector

ICPKN314C Apply knowledge and requirements of the screen printing sector

ICPKN315C Apply knowledge and requirements of the multimedia sector

ICPKN316C Apply knowledge and requirements of paper and printing processes

ICPKN317C Apply knowledge and requirements of the ink manufacturing sector

ICPKN318C Apply knowledge and requirements of mail house operations

ICPKN319C Apply knowledge and processes of converting paper-based products

ICPKN320C Apply knowledge and requirements of information technology systems in the printing industry

Group C Elective Units

BSBCUS401B Coordinate implementation of customer service strategies

BSBMGT402A Implement operational plan

BSBMGT403A Implement continuous improvement

BSBWOR402A Promote team effectiveness

BSBWOR404B Develop work priorities

ICPCF391C Use electronic monitoring systems (converting and finishing)

ICPPP430C Manage colour

ICPPR491C Use on-press monitoring of print quality

ICPPR492C Use on-press print control devices

ICPPR493C Set up and monitor in-line printing operations

ICPSU345C Purchase materials and schedule deliveries

ICPSU351C Undertake basic production scheduling

ICPSU389C Undertake basic root cause analysis

ICPSU456C Control production

ICPSU464C Provide customer service and education

ICPSU485C Implement a just-in-time (JIT) system

ICPSU486C Mistake proof a production process

ICPSU488C Ensure process improvements are sustained

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

TAEASS402B Assess competence

TAEDEL402A Plan, organise and facilitate learning in the workplace