



Australian Government

Department of Education, Employment and Workplace Relations

ICPSP221C Prepare substrate

Revision Number: 1

ICPSP221C Prepare substrate

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare a wide range of substrates for screen printing. In some cases there may be an overlap with ICPCF221C Set up and produce basic guillotined product; if substrate preparation is substantially guillotining then ICPCF221C Set up and produce basic guillotined product should be used.
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Application of the Unit

Application of the unit	This unit requires the individual to prepare substrates for screen printing.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select substrate	1.1. Substrates are selected according to job specifications 1.2. Substrates selected are to be of suitable form and quality according to job specifications and the end use of the product
2. Process substrate	2.1. Processing of substrate is carried out according to job specifications 2.2. Necessary preventive action is taken to avoid wastage and to ensure best yield with respect to grain direction and the type of substrate selected 2.3. User maintenance requirements are identified and implemented according to manufacturer's/supplier's instructions 2.4. Substrate is inspected and print capability assessed, including the need for any special preparation requirements 2.5. Substrate is suitably pre-treated, where required 2.6. Substrate is appropriately labelled according to job specifications
3. Store and handle substrate	3.1. Materials are safely handled according to manufacturer's/supplier's specifications 3.2. Materials and substrate are appropriately handled and stored according to manufacturer's/supplier's specifications to prevent damage and hazards to personnel 3.3. Offcuts of materials are disposed of according to regulatory requirements and enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by implementing user maintenance requirements
- collecting, analysing and organising information by inspecting substrates and assessing their print capacity
- planning and organising activities by selecting substrate to ensure best yield according to job specifications
- teamwork when maintaining the production process in association with fellow workers
- mathematical ideas and techniques by appropriately storing materials and substrate
- problem-solving skills by disposing of waste and offcuts according to enterprise procedures
- use of technology by using basic tools to prepare substrates

Required knowledge

- safe handling of processing equipment and tools
- OHS concerns when preparing substrates
- safe practices for handling substrates and equipment
- identification of chosen substrate
- identity of each of the chosen substrates
- final application of each of the substrates after printing
- choosing the grade/thickness of substrate
- preparation and pre-treatment of substrate before printing
- defects and irregularities of the substrate
- pre-treatment of the surface that is required before printing
- tests that should be undertaken to determine the suitability of the substrate for printing
- ensuring the best yield from substrate sheet/roll to prevent wastage
- substrate cutting to obtain the least wastage
- processing substrate according to job specifications
- equipment/tools you use for preparing substrate
- substrate preparation and the quality of preparation monitoring
- proper stacking and storage of processed substrate
- handling and storage procedures that are there to prevent damage to substrate prior to printing
- substrate preparation according to job specifications

REQUIRED SKILLS AND KNOWLEDGE

- proper disposal of offcuts and environmental implications
- correct procedures for the disposal of offcuts of substrate
- environmental and conservation procedures that should be carried out
- manuals, safety and other documentation that are relevant to this task and where they are kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- correctly prepare substrates for screen printing according to job specifications
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- select and process TWO substrates commonly used within the industry sector according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Type of substrate</i> may include:	substrates commonly used within the industry relative to industry sectors.
<i>Quality standards</i> may include:	should meet client requirements and enterprise and industry standards.
<i>Enterprise procedures</i> may include:	tasks must be performed according to enterprise procedures.
<i>Conversion methods</i> may include:	variety of methods of converting substrate of a type commonly used in the industry relative to industry sectors.
<i>Degree of autonomy</i> may include:	performing work under supervision to defined procedures to ensure production requirements are met.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Screen Printing
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Co-requisite units

Co-requisite units	

Co-requisite units		