

**Victorian Purchasing Guide**  
**for**  
**ICP Printing and Graphic Arts**  
**Training Package**  
**Release 4.0**

**July 2020**

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## Victorian Purchasing Guide — Release History

**Note:** RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](#) for more information)

Training Package Release	Date VPG Approved	Comments
<p>ICP Printing and Graphic Arts Training Package Release No 4.0</p>	<p>18 July 2020</p>	<p>Release 4.0 of the ICP Printing and Graphic Arts Training Package covers the revision of six qualifications as follows:</p> <ul style="list-style-type: none"> <li>• ICP20120 Certificate II in Printing and Graphic Arts</li> <li>• ICP31220 Certificate III in Printing</li> <li>• ICP31320 Certificate III in Print Binding, Finishing and Packaging</li> <li>• ICP31420 Certificate III in Prepress Graphic Design Production</li> <li>• ICP40120 Certificate IV in Printing and Graphic Arts Management</li> <li>• ICP50120 Diploma of Printing and Graphic Arts Business Management</li> </ul> <p>There are three new units of competency and 159 units of competency have been revised. The new units are:</p> <ul style="list-style-type: none"> <li>• ICPSUP4160 Manage quality in a production environment</li> <li>• ICPSUP4600 Manage a safe work environment</li> <li>• ICPSUP4620 Facilitate communication in the workplace</li> </ul> <p>The following qualifications have been deleted, along with 68 units of competency:</p> <ul style="list-style-type: none"> <li>• ICP40515 Certificate IV in Printing and Graphic Arts (Mail House)</li> <li>• ICP40815 Certificate IV in ePublishing</li> </ul> <p>Please refer to the ICP Printing and Graphic Arts Training Package Implementation Guide Release 4.0 <a href="#">Companion Volume</a> for mapping information.</p>
<p>ICP Printing and Graphic Arts Training Package Release No 3.0</p>	<p>27 February 2019</p>	<p>Release 3.0 of the ICP Printing and Graphic Arts Training Package contains one new unit of competency:</p> <ul style="list-style-type: none"> <li>• ICPPTD304 Apply problem solving techniques to 3D printing maintenance and operation</li> </ul> <p>and three revised units of competency:</p> <ul style="list-style-type: none"> <li>• ICPPTD301 - Manipulate 3D files in preparation for 3D printing</li> <li>• ICPPTD302 - Set up and produce 3D prints</li> <li>• ICPPTD303 - Set up and produce 3D scans</li> </ul> <p>These units have been added to the elective banks of:</p> <p>ICP31215 Certificate III in Printing</p> <p>ICP31315 Certificate III in Print Manufacturing</p> <p>No other ICP units of competency were added, removed or changed as part of the Release 3.0 upgrade of this Training Package.</p> <p>Please refer to the ICP Printing and Graphic Arts Training Package Implementation Guide Release 3.0, <a href="#">Companion Volume</a> Appendix B, for mapping information.</p>

Training Package Release	Date VPG Approved	Comments
ICP Printing and Graphic Arts Training Package Release No 2.0	18 April 2016	<p>Release 2.0 of the ICP Printing and Graphic Arts Training Package covers the review of Certificate III qualifications, of which 11 have been combined to create three new qualifications.</p> <p>Additionally, 11 units of competency have been combined to create one new unit while three new units in 3D printing have been created.</p> <p>Imported units in sample programs have also been updated.</p>
ICP Printing and Graphic Arts Training Package Release No 1.1	9 April 2015	Minor editorial corrections.
ICP Printing and Graphic Arts Training Package Release No 1.0	26 March 2015	<p>The ICP Printing and Graphic Arts Training Package reflects the transitioning of the ICP10 Printing and Graphic Arts Training Package to the new Standards for Training Packages.</p> <p>This Victorian Purchasing Guide also reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours.</p> <p>For detailed mapping of qualifications and units between ICP and ICP10 please refer to the ICP Printing and Graphic Arts Training Package Implementation Guide Release 1.0, <a href="#">Companion Volume</a> Appendix.</p>



# ICP Printing and Graphic Arts Training Package Release 4.0 Victorian Purchasing Guide

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## INTRODUCTION

### ***What is a Victorian Purchasing Guide?***

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

### ***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

### ***Transition***

The relationship between new units and any superseded or replaced units from the previous version of **ICP Printing and Graphic Arts Training Package Release 4.0** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **ICP Printing and Graphic Arts Training Package Release 4.0** is conducted against the Training Package units of competency and complies with the assessment requirements.



## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
ICP20120	Certificate II in Printing and Graphic Arts (General)	504	530
ICP31220	Certificate III in Printing	1007	1060
ICP31320	Certificate III in Print Binding, Finishing and Packaging	893	940
ICP31420	Certificate III in Print Prepress Graphic Design Production	922	970
ICP40120	Certificate IV in Printing and Graphic Arts Management	912	960
ICP50120	Diploma of Printing and Graphic Arts Business Management	1254	1320



## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
ICPCBF211	Set up and run machine for sewing	30
ICPCBF2140	Set up single-faced web	20
ICPCBF2160	Set up double-faced web	20
ICPCBF2180	Produce basic folded and glued cartons	30
ICPCBF220	Produce basic converted or finished product	30
ICPCBF2210	Set up and produce basic guillotined product	30
ICPCBF2250	Set up machine for basic flat-bed die cutting or embossing	30
ICPCBF2260	Produce basic flat-bed die cut or embossed product	30
ICPCBF2270	Set up machine for basic rotary die cutting or embossing	30
ICPCBF228	Produce basic rotary die cut or embossed product	30
ICPCBF2310	Set up machine for basic flat-bed cutting	20
ICPCBF2320	Produce basic flat-bed cut product	20
ICPCBF235	Set up machine for basic rotary cutting	40
ICPCBF236	Produce basic rotary cut product	30
ICPCBF2410	Set up machine for basic folding	30
ICPCBF2420	Produce basic folded product	30
ICPCBF2430	Set up machine for basic collating or inserting (sheet/section)	30
ICPCBF2440	Produce basic collated or inserted (sheet/section) product	30
ICPCBF2450	Set up and produce hand-collated or inserted product	30



Unit Code	Unit Title	Nominal Hours
ICPCBF2610	Set up machine for basic adhesive, mechanical or thermal fastening	30
ICPCBF2620	Produce basic adhesive, mechanical or thermal fastened product	30
ICPCBF2630	Set up and produce hand-fastened product	30
ICPCBF2810	Set up machine for basic laminating	30
ICPCBF2820	Produce basic laminated product	20
ICPCBF297	Clean sack and bag machines	10
ICPCBF2980	Run and monitor sack and bag machines	20
ICPCBF301	Run and monitor in-line bottom making machine for sack or bag manufacture	40
ICPCBF302	Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture	30
ICPCBF303	Run and monitor envelope manufacturing machines	30
ICPCBF3050	Produce single-faced web	30
ICPCBF3060	Set up machine for basic carton folding and gluing	40
ICPCBF3070	Produce double-faced web	30
ICPCBF3090	Produce complex folded and glued cartons	60
ICPCBF3200	Produce complex converted or finished product	40
ICPCBF3210	Set up and produce complex guillotined product	70
ICPCBF3260	Undertake pre make-ready for die cutting	50
ICPCBF3270	Set up machine for complex rotary die cutting or embossing	60
ICPCBF3280	Produce complex rotary die cut or embossed product	60



Unit Code	Unit Title	Nominal Hours
ICPCBF3410	Set up machine for complex sequenced or multiple folding	60
ICPCBF3420	Produce complex sequenced or multiple folded product	70
ICPCBF3430	Set up machine for complex collating	60
ICPCBF3440	Produce complex collated or inserted product	60
ICPCBF3610	Set up machine for complex adhesive, mechanical or sewn fastening	60
ICPCBF3620	Produce complex adhesive, mechanical or sewn fastened product	60
ICPCBF3690	Set up and produce hand-made box	40
ICPCBF3710	Decorate paper	40
ICPCBF3810	Set up machine for complex laminating	50
ICPCBF3820	Produce complex laminated product	40
ICPCBF3910	Use electronic monitoring systems (converting and finishing)	50
ICPCBF3950	Set up and operate folder gluer machine	50
ICPCBF399	Set up in-line tube making machine for sack or bag manufacture	30
ICPCBF4100	Set up machine for complex carton folding and gluing	60
ICPCBF425	Set up machine for complex flat-bed die cutting or embossing	60
ICPCBF4260	Produce complex flat-bed die cut or embossed product	60
ICPCBF465	Set up and produce hand-bound book	60
ICPCBF467	Restore books	60
ICPDMT2630	Access and use the internet	20
ICPDMT2960	Create and test interactive storage devices	20



Unit Code	Unit Title	Nominal Hours
ICPDMT3210	Capture digital images	40
ICPDMT3220	Edit digital images	40
ICPDMT3440	Manipulate and incorporate audio into multimedia presentations	50
ICPDMT3460	Incorporate video into multimedia presentations	40
ICPDMT581	Manage multimedia production	50
ICPDMT582	Manage multimedia projects	50
ICPKNW3220	Develop and apply knowledge of the printing and graphic arts industry	100
ICPPRN2110	Mount and proof flexographic plates for basic printing	30
ICPPRN2140	Produce basic flexographic printed product	80
ICPPRN2220	Produce basic gravure printed product	80
ICPPRN2320	Produce basic lithographic printed product	80
ICPPRN2420	Produce basic pad printed product	80
ICPPRN2610	Set up for foil stamping	40
ICPPRN262	Produce foil stamped product	20
ICPPRN271	Set up for basic coating	40
ICPPRN272	Produce basic coated product	40
ICPPRN2820	Produce and manage basic digital print	50
ICPPRN2830	Use digital media consumables	30
ICPPRN284	Use colour management systems	30
ICPPRN2850	Use digital workflow	30



Unit Code	Unit Title	Nominal Hours
ICPPRN2860	Finish a digital product	30
ICPPRN2870	Use digital processes	30
ICPPRN2880	Produce basic relief printed product	80
ICPPRN3130	Set up for basic flexographic printing	80
ICPPRN3140	Produce complex flexographic printed product	90
ICPPRN3210	Set up for basic gravure printing	80
ICPPRN3220	Produce complex gravure printed product	90
ICPPRN3310	Set up for basic lithographic printing	80
ICPPRN3320	Produce complex lithographic printed product	90
ICPPRN3410	Set up for basic pad printing	80
ICPPRN3420	Produce complex pad printed product	90
ICPPRN3820	Produce and manage complex digital print	60
ICPPRN3830	Prepare for personalised digital printing	40
ICPPRN3840	Set up and produce basic digital print	50
ICPPRN3850	Apply software applications to digital production	50
ICPPRN3860	Troubleshoot digital media	80
ICPPRN3870	Use colour management for production	60
ICPPRN3880	Preflight and import complex images for digital devices	80
ICPPRN3890	Manage digital files	40
ICPPRN3900	Generate proofs for digital production	30
ICPPRN3920	Set up and produce specialised digital print	80



Unit Code	Unit Title	Nominal Hours
ICPPRN3930	Set up for basic relief printing	80
ICPPRN3940	Produce complex relief printed product	80
ICPPRN4110	Mount and demount flexographic plates for complex printing	60
ICPPRN4130	Set up for complex flexographic printing	100
ICPPRN4140	Produce specialised flexographic printed product	100
ICPPRN4210	Set up for complex gravure printing	100
ICPPRN422	Produce specialised gravure printed product	100
ICPPRN4310	Set up for complex lithographic printing	100
ICPPRN432	Produce specialised lithographic printed product	100
ICPPRN4410	Set up for complex pad printing	100
ICPPRN442	Produce specialised pad printed product	100
ICPPRN4510	Set up for complex relief printing	100
ICPPRN452	Produce specialised relief printed product	100
ICPPRN471	Set up for complex coating	60
ICPPRN472	Produce complex coated product	80
ICPPRN4840	Prepare for variable data printing	50
ICPPRN491	Use on-press monitoring of print quality	50
ICPPRN492	Use on-press print control devices	50
ICPPRN4930	Set up and monitor in-line printing operations	50
ICPPRN4940	Apply advanced software applications to digital production	80
ICPPRN4950	Set up and use complex colour management for production	100



Unit Code	Unit Title	Nominal Hours
ICPPRN4960	Set up and produce complex digital print	60
ICPPRN4970	Work with digital information	70
ICPPRN4980	Adapt digital content for publication on different devices	70
ICPPRN513	Set up for specialised flexographic printing	100
ICPPRN521	Set up for specialised gravure printing	100
ICPPRN531	Set up for specialised lithographic printing	100
ICPPRN541	Set up for specialised pad printing	100
ICPPRN551	Set up for specialised relief printing	100
ICPPRN552	Manage digital workflow	50
ICPPRP2110	Develop basic design concepts	40
ICPPRP2210	Select and apply type	30
ICPPRP224	Produce pages using a page layout application	60
ICPPRP2250	Produce graphics using graphics applications	60
ICPPRP2320	Electronically combine and assemble data for page layouts	30
ICPPRP2520	Output images	30
ICPPRP2600	Proof images	30
ICPPRP2660	Produce relief plates	40
ICPPRP2670	Produce offset lithographic plates	40
ICPPRP2680	Produce flexographic photopolymer plates	40
ICPPRP281	Design basic carton	30
ICPPRP2840	Produce PDF files for online and screen display	60



Unit Code	Unit Title	Nominal Hours
ICPPRP2860	Scan images for reproduction	40
ICPPRP2970	Transfer digital files	40
ICPPRP3110	Develop detailed design concepts	60
ICPPRP3210	Produce typographic images	50
ICPPRP3220	Digitise images for reproduction	50
ICPPRP3240	Create pages using page layout applications	60
ICPPRP3250	Create graphics using graphics applications	60
ICPPRP333	Electronically combine complex images	50
ICPPRP3340	Prepare imposition format for printing processes	50
ICPPRP3820	Produce computer images for screen printing	40
ICPPRP3850	Operate databases for digital printing	50
ICPPRP386	Undertake digital proofing	30
ICPPRP3960	Generate high-end PDF files	80
ICPPRP411	Undertake a complex design brief	80
ICPPRP4210	Compose and evaluate typography	80
ICPPRP422	Digitise complex images for reproduction	80
ICPPRP4230	Apply colour to design briefs	80
ICPPRP4300	Manage colour	70
ICPPRP4350	Generate complex imposition	50
ICPPRP4840	Set up and operate automated workflow	60
ICPPRP4940	Develop document content and structure	60



Unit Code	Unit Title	Nominal Hours
ICPPTD301	Manipulate 3D files in preparation for 3D printing	80
ICPPTD302	Set up and produce 3D prints	80
ICPPTD303	Set up and produce 3D scans	80
ICPPTD304	Apply problem solving techniques to 3D printing maintenance and operation	80
ICPSCP2150	Prepare screen	40
ICPSCP2210	Prepare substrate	30
ICPSCP2330	Manually prepare direct emulsion stencil	30
ICPSCP2700	Manually prepare and produce screen prints	30
ICPSCP2710	Manually produce basic screen prints	40
ICPSCP2730	Semi-automatically produce basic screen prints	40
ICPSCP2750	Automatically produce basic screen prints	20
ICPSCP2810	Finish screen print products	30
ICPSCP2820	Prepare film for basic screen printing	40
ICPSCP3110	Reclaim screen manually	10
ICPSCP339	Prepare stencil using direct projection method	40
ICPSCP3510	Prepare machine and drying/curing unit	40
ICPSCP3710	Manually produce complex screen prints	60
ICPSCP3730	Semi-automatically produce complex screen prints	60
ICPSCP374	Operate a semi-automatic screen printing machine	60
ICPSCP3760	Operate an automatic screen printing machine	60
ICPSCP382	Produce computer image for screen printing	40





Unit Code	Unit Title	Nominal Hours
ICPSCP3830	Prepare film for complex screen printing	60
ICPSUP2010	Prepare, load and unload reels and cores on and off machine	30
ICPSUP2020	Prepare, load and unload product on and off machine	30
ICPSUP2030	Prepare and maintain the work area	30
ICPSUP2070	Prepare machine for operation (basic)	30
ICPSUP2080	Operate and monitor machines (basic)	20
ICPSUP2110	Prepare inks and additives	40
ICPSUP2160	Inspect quality against required standards in a production environment	30
ICPSUP2210	Pack and dispatch product	30
ICPSUP2360	Lift and shift loads mechanically	40
ICPSUP2410	Undertake warehouse materials processing	30
ICPSUP2430	Reconcile process outputs	30
ICPSUP2600	Maintain a safe work environment	30
ICPSUP2620	Communicate in the workplace	30
ICPSUP2630	Perform basic industry calculations	30
ICPSUP271	Provide basic instruction for a task	30
ICPSUP2800	Enter data into electronic systems	30
ICPSUP2810	Use computer systems in the printing and graphic arts sectors	30
ICPSUP2820	Undertake basic machine maintenance	30
ICPSUP311	Prepare ink and additives (advanced)	50



Unit Code	Unit Title	Nominal Hours
ICPSUP3210	Pack and dispatch (advanced)	40
ICPSUP3230	Dispose of waste	30
ICPSUP3420	Undertake inventory procedures	40
ICPSUP351	Undertake basic production scheduling	40
ICPSUP352	Plan operational processes	30
ICPSUP3570	Apply quick changeover procedures	20
ICPSUP4160	Manage quality in a production environment	50
ICPSUP4600	Manage a safe work environment	50
ICPSUP4620	Facilitate communication in the workplace	50
ICPSUP482	Troubleshoot and optimise materials and machinery	50
ICPSUP488	Ensure process improvements are sustained	60
ICPSUP553	Prepare production costing estimates	50
ICPSUP583	Troubleshoot and optimise the production process	50



## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
General Manufacturing	The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours.	Name: Paul Saunders: Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175.  Phone: 9238 8448  Email: <a href="mailto:Paul.Saunders@chisholm.edu.au">Paul.Saunders@chisholm.edu.au</a>
<b>Service Skills Organisation (SSO)</b>		
PWC Skills for Australia	This SSO is responsible for developing this <b>ICP Printing and Graphic Arts Training Package</b> and can be contacted for further information.	Phone: 1800 714 819  Email: <a href="mailto:info@skillsforaustralia.com">info@skillsforaustralia.com</a>  See <a href="#">PWC SSO website</a> for more information.
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	See the <a href="#">National Register</a> for more information.
<b>Australian Government</b>		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the <a href="#">Commonwealth Department of Education, Skills and Employment website</a> for more information.
<b>State Government</b>		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000  See the <a href="#">Victorian Department of Education and Training website</a> for more information.
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801  See the <a href="#">ASQA website</a> for more information.
<b>Victorian State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806  See the <a href="#">VRQA website</a> for more information.



## Industry Regulatory Bodies

WorkSafe Victoria	<p>The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.</p> <p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>Address: 222 Exhibition Street, Melbourne, 3000. Phone: (03) 9641 1444 or 1800 136 089 (toll free)</p> <p>Email: <a href="mailto:info@worksafe.vic.gov.au">info@worksafe.vic.gov.au</a> Worksafe Victoria's website can be found <a href="#">here</a></p>
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## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.