**Victorian Purchasing Guide**

**for**

**ICP Printing and Graphic Arts
Training Package**

**Release 3.0**

**February 2019**

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Victorian Purchasing Guide ⎯ Version History

|  |  |  |
| --- | --- | --- |
| Training Package Version  | Date VPGApproved | Comments |
| ICP Printing and Graphic Arts Training PackageRelease No 3.0 | 27 February 2019 | Release 3.0 of the ICP Printing and Graphic Arts Training Package contains one new unit of competency:* ICPPTD304 Apply problem solving techniques to 3D printing maintenance and operation

and three revised units of competency:* ICPPTD301 - Manipulate 3D files in preparation for 3D printing
* ICPPTD302 - Set up and produce 3D prints
* ICPPTD303 - Set up and produce 3D scans

These units have been added to the elective banks of:ICP31215 Certificate III in PrintingICP31315 Certificate III in Print ManufacturingNo other ICP units of competency were added, removed or changed as part of the Release 3.0 upgrade of this Training Package.Please refer to the MSM Manufacturing Training Package [Implementation Guide Release 3.0](https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d), Appendix B, for mapping information. |
| ICP Printing and Graphic Arts Training PackageRelease No 2.0 | 18 April 2016 | Version 2 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. Additionally, 11 units of competency have been combined to create one new unit while three new units in 3D printing have been created.Imported units in sample programs have also been updated. |
| ICP Printing and Graphic Arts Training PackageRelease No 1.1  | 9 April 2015 | Minor editorial corrections. |
| ICP Printing and Graphic Arts Training PackageRelease No 1.0 | 26 March 2015 | 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. This Victorian Purchasing Guide also reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours. For detailed mapping of qualifications and units between ICP and ICP10 please refer to the ICP Implementation Guide Appendix:<https://www.ibsa.org.au/volume/introduction-9> |

**ICP Printing and Graphic Arts** **Training Package Release 3.0**

**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 education and training providers in VET who provide courses to domestic students only and who offer training in Victoria only or Victoria and Western Australia only.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| ICP20115 | Certificate II in Printing and Graphic Arts (General) | 561 | 590 |
| ICP31215 | Certificate III in Printing | 1007 | 1060 |
| ICP31315 | Certificate III in Print Manufacturing | 893 | 940 |
| ICP31415 | Certificate III in Print Communications | 922 | 970 |
| ICP40115 | Certificate IV in Printing and Graphic Arts | 703 | 740 |
| ICP40515 | Certificate IV in Printing and Graphic Arts (Mail House) | 1026 | 1080 |
| ICP40815 | Certificate IV in ePublishing | 879 | 925 |
| ICP50115 | Diploma of Printing and Graphic Arts | 1254 | 1320 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package (Companion Volume) that describes the relationship between new units and any superseded or replaced units from the previous version of **ICP Printing and Graphic Arts Training Package Release 3.0**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **ICP Printing and Graphic Arts Training Package Release 3.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

**List of the Units of Competency and Nominal Hours**

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| ICPCBF105 | Operate in-line mail machine | 20 |
| ICPCBF202 | Handline mail | 15 |
| ICPCBF203 | Collate and insert mail manually | 20 |
| ICPCBF204 | Operate addressing machine | 20 |
| ICPCBF208 | Set up and operate a cheque mailer machine | 20 |
| ICPCBF209 | Set up and operate in-line mail machine | 20 |
| ICPCBF211 | Set up and run machine for sewing | 30 |
| ICPCBF214 | Set up single-faced web | 20 |
| ICPCBF216 | Set up double-faced web | 20 |
| ICPCBF218 | Produce basic folded and glued cartons | 30 |
| ICPCBF220 | Produce basic converted or finished product | 30 |
| ICPCBF221 | Set up and produce basic guillotined product | 30 |
| ICPCBF222 | Set up and operate in-line cutter | 20 |
| ICPCBF223 | Set up machine for cutting (trimming) | 30 |
| ICPCBF224 | Produce cut (trimmed) product | 20 |
| ICPCBF225 | Set up machine for basic flat-bed die cutting or embossing | 30 |
| ICPCBF226 | Produce basic flat-bed die cut or embossed product | 30 |
| ICPCBF227 | Set up machine for basic rotary die cutting or embossing | 30 |
| ICPCBF228 | Produce basic rotary die cut or embossed product | 30 |
| ICPCBF231 | Set up machine for basic flat-bed cutting | 20 |
| ICPCBF232 | Produce basic flat-bed cut product | 20 |
| ICPCBF235 | Set up machine for basic rotary cutting | 40 |
| ICPCBF236 | Produce basic rotary cut product | 30 |
| ICPCBF241 | Set up machine for basic single or continuous folding | 30 |
| ICPCBF242 | Produce basic single or continuous folded product | 30 |
| ICPCBF243 | Set up machine for basic collating or inserting (sheet/section) | 30 |
| ICPCBF244 | Produce basic collated or inserted (sheet/section) product | 30 |
| ICPCBF245 | Set up and produce hand-collated or inserted product | 30 |
| ICPCBF261 | Set up machine for basic adhesive, mechanical or thermal fastening | 30 |
| ICPCBF262 | Produce basic adhesive, mechanical or thermal fastened product | 30 |
| ICPCBF263 | Set up and produce hand-fastened product | 30 |
| ICPCBF281 | Set up machine for basic laminating | 30 |
| ICPCBF282 | Produce basic laminated product | 20 |
| ICPCBF294 | Set up profile cutting for envelope manufacture | 20 |
| ICPCBF297 | Clean sack and bag machines | 10 |
| ICPCBF298 | Run and monitor sack and bag machines | 20 |
| ICPCBF300 | Run and monitor in-line tube making machine for sack or bag manufacture | 30 |
| 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 |
| ICPCBF305 | Produce single-faced web | 30 |
| ICPCBF306 | Set up machine for basic carton folding and gluing | 40 |
| ICPCBF307 | Produce double-faced web | 30 |
| ICPCBF309 | Produce complex folded and glued cartons | 60 |
| ICPCBF311 | Prepare for cutting forme and stripper making | 40 |
| ICPCBF312 | Set cutting forme and strippers | 40 |
| ICPCBF320 | Produce complex converted or finished product | 40 |
| ICPCBF321 | Set up and produce complex guillotined product | 70 |
| ICPCBF326 | Undertake pre make-ready for die cutting | 50 |
| ICPCBF327 | Set up machine for complex rotary die cutting or embossing | 60 |
| ICPCBF328 | Produce complex rotary die cut or embossed product | 60 |
| ICPCBF341 | Set up machine for complex sequenced or multiple folding | 60 |
| ICPCBF342 | Produce complex sequenced or multiple folded product | 70 |
| ICPCBF343 | Set up machine for complex collating or inserting (sheet/section/reel) | 60 |
| ICPCBF344 | Produce complex collated or inserted product | 60 |
| ICPCBF361 | Set up machine for complex adhesive, mechanical or sewn fastening | 60 |
| ICPCBF362 | Produce complex adhesive, mechanical or sewn fastened product | 60 |
| ICPCBF369 | Set up and produce hand-made box | 40 |
| ICPCBF371 | Decorate paper | 40 |
| ICPCBF381 | Set up machine for complex laminating | 50 |
| ICPCBF382 | Produce complex laminated product | 40 |
| ICPCBF391 | Use electronic monitoring systems (converting and finishing) | 50 |
| ICPCBF392 | Produce product on window gluer | 40 |
| ICPCBF393 | Set up machine for envelope manufacture | 30 |
| ICPCBF395 | Set up and operate folder gluer machine | 50 |
| ICPCBF396 | Set up in-line scoring, folding and gluing machine for envelope manufacture | 50 |
| ICPCBF398 | Set up in-line bottom making machine for sack or bag manufacture | 30 |
| ICPCBF399 | Set up in-line tube making machine for sack or bag manufacture | 30 |
| ICPCBF406 | Set up and load in-line smart card machine | 60 |
| ICPCBF407 | Operate a smart card machine and pack product | 60 |
| ICPCBF410 | Set up machine for complex carton folding and gluing | 60 |
| ICPCBF425 | Set up machine for complex flat-bed die cutting or embossing | 60 |
| ICPCBF426 | Produce complex flat-bed die cut or embossed product | 60 |
| ICPCBF465 | Set up and produce hand-bound book | 60 |
| ICPCBF467 | Restore books | 60 |
| ICPDMT263 | Access and use the Internet | 20 |
| ICPDMT296 | Create and test an interactive CD-ROM/DVD | 20 |
| ICPDMT321 | Capture a digital image | 40 |
| ICPDMT322 | Edit a digital image | 40 |
| ICPDMT344 | Manipulate and incorporate audio into multimedia presentations | 50 |
| ICPDMT346 | Incorporate video into multimedia presentations | 40 |
| ICPDMT491 | Create an extensible document | 40 |
| ICPDMT492 | Create an extensible style sheet | 60 |
| ICPDMT581 | Manage multimedia production | 50 |
| ICPDMT582 | Manage multimedia projects | 50 |
| ICPINK211 | Select and prepare materials for production | 20 |
| ICPINK221 | Blend chemicals | 20 |
| ICPINK251 | Filter and pack product | 15 |
| ICPINK331 | Manufacture inks and coatings | 50 |
| ICPINK335 | Manufacture varnish and resin | 50 |
| ICPKNW322 | Develop knowledge of the printing and graphic arts industry | 80 |
| ICPPRN211 | Mount and proof flexographic plates for basic printing | 30 |
| ICPPRN214 | Produce basic flexographic printed product | 80 |
| ICPPRN222 | Produce basic gravure printed product | 80 |
| ICPPRN232 | Produce basic lithographic printed product | 80 |
| ICPPRN242 | Produce basic pad printed product | 80 |
| ICPPRN261 | 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 |
| ICPPRN282 | Produce and manage basic digital print | 50 |
| ICPPRN283 | Use digital media consumables | 30 |
| ICPPRN284 | Use colour management systems | 30 |
| ICPPRN285 | Use digital workflow | 30 |
| ICPPRN286 | Finish a digital product | 30 |
| ICPPRN287 | Use digital processes | 30 |
| ICPPRN288 | Produce basic relief printed product | 80 |
| ICPPRN313 | Set up for basic flexographic printing | 80 |
| ICPPRN314 | Produce complex flexographic printed product | 90 |
| ICPPRN321 | Set up for basic gravure printing | 80 |
| ICPPRN322 | Produce complex gravure printed product | 90 |
| ICPPRN331 | Set up for basic lithographic printing | 80 |
| ICPPRN332 | Produce complex lithographic printed product | 90 |
| ICPPRN341 | Set up for basic pad printing | 80 |
| ICPPRN342 | Produce complex pad printed product | 90 |
| ICPPRN382 | Produce and manage complex digital print | 60 |
| ICPPRN383 | Prepare for personalised digital printing | 40 |
| ICPPRN384 | Set up and produce basic digital print | 50 |
| ICPPRN385 | Apply software applications to digital production | 50 |
| ICPPRN386 | Troubleshoot digital media | 80 |
| ICPPRN387 | Use colour management for production | 60 |
| ICPPRN388 | Preflight and import complex images for digital devices | 80 |
| ICPPRN389 | Manage digital files | 40 |
| ICPPRN390 | Generate a proof for digital production | 30 |
| ICPPRN392 | Set up and produce specialised digital print | 80 |
| ICPPRN393 | Set up for basic relief printing | 80 |
| ICPPRN394 | Produce complex relief printed product | 80 |
| ICPPRN411 | Mount and demount flexographic plates for complex printing | 60 |
| ICPPRN413 | Set up for complex flexographic printing | 100 |
| ICPPRN414 | Produce specialised flexographic printed product | 100 |
| ICPPRN421 | Set up for complex gravure printing | 100 |
| ICPPRN422 | Produce specialised gravure printed product | 100 |
| ICPPRN431 | Set up for complex lithographic printing | 100 |
| ICPPRN432 | Produce specialised lithographic printed product | 100 |
| ICPPRN441 | Set up for complex pad printing | 100 |
| ICPPRN442 | Produce specialised pad printed product | 100 |
| ICPPRN451 | 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 |
| ICPPRN484 | Prepare for variable data printing | 50 |
| ICPPRN491 | Use on-press monitoring of print quality | 50 |
| ICPPRN492 | Use on-press print control devices | 50 |
| ICPPRN493 | Set up and monitor in-line printing operations | 50 |
| ICPPRN494 | Apply advanced software applications to digital production | 80 |
| ICPPRN495 | Set up and use complex colour management for production | 100 |
| ICPPRN496 | Set up and produce complex digital print | 60 |
| ICPPRN497 | Work with digital information | 70 |
| ICPPRN498 | 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 |
| ICPPRP211 | Develop a basic design concept | 40 |
| ICPPRP221 | Select and apply type | 30 |
| ICPPRP223 | Photograph a line image | 30 |
| ICPPRP224 | Produce pages using a page layout application | 60 |
| ICPPRP225 | Produce graphics using a graphics application | 60 |
| ICPPRP231 | Manually combine spot colour and basic four-colour images | 40 |
| ICPPRP232 | Electronically combine and assemble data | 30 |
| ICPPRP252 | Output images | 30 |
| ICPPRP260 | Proof images | 30 |
| ICPPRP266 | Produce relief plates | 40 |
| ICPPRP267 | Produce offset lithographic plates | 40 |
| ICPPRP268 | Make photopolymer plates (flexographic) | 40 |
| ICPPRP269 | Produce photopolymer plates for pad printing | 20 |
| ICPPRP272 | Produce gravure cylinders manually | 40 |
| ICPPRP281 | Design basic carton | 30 |
| ICPPRP283 | Prepare artwork for screen printing | 40 |
| ICPPRP284 | Produce PDF files for online or screen display | 60 |
| ICPPRP285 | Scan a mono image | 20 |
| ICPPRP286 | Scan images for reproduction | 40 |
| ICPPRP311 | Develop a detailed design concept | 60 |
| ICPPRP321 | Produce a typographic image | 50 |
| ICPPRP322 | Digitise images for reproduction | 50 |
| ICPPRP323 | Photograph and produce halftone images | 40 |
| ICPPRP324 | Create pages using a page layout application | 60 |
| ICPPRP325 | Create graphics using a graphics application | 60 |
| ICPPRP331 | Manually combine complex four-colour images | 40 |
| ICPPRP333 | Electronically combine complex images | 50 |
| ICPPRP334 | Prepare an imposition format for printing processes | 50 |
| ICPPRP352 | Output complex images | 60 |
| ICPPRP360 | Undertake special colour proofing | 40 |
| ICPPRP370 | Produce multiple image plates | 50 |
| ICPPRP372 | Produce gravure cylinders electronically | 50 |
| ICPPRP382 | Produce computer image for screen printing | 40 |
| ICPPRP385 | Operate a database for digital printing | 50 |
| ICPPRP386 | Undertake digital proofing | 30 |
| ICPPRP396 | Generate high-end PDF files | 80 |
| ICPPRP397 | Transfer digital files | 40 |
| ICPPRP411 | Undertake a complex design brief | 80 |
| ICPPRP421 | Compose and evaluate typography | 80 |
| ICPPRP422 | Digitise complex images for reproduction | 80 |
| ICPPRP423 | Apply colour to design brief | 80 |
| ICPPRP430 | Manage colour | 70 |
| ICPPRP435 | Generate complex imposition | 50 |
| ICPPRP452 | Output complex images direct to plate or press | 60 |
| ICPPRP481 | Design complex carton | 80 |
| ICPPRP484 | Set up and operate automated workflow | 60 |
| ICPPRP485 | Develop a digital data template | 50 |
| ICPPRP494 | Develop document content and structure | 60 |
| 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 |
| ICPSCP211 | Reclaim screen automatically | 20 |
| ICPSCP215 | Prepare screen | 40 |
| ICPSCP221 | Prepare substrate | 30 |
| ICPSCP222 | Prepare and cut screen print substrate | 20 |
| ICPSCP233 | Manually prepare direct emulsion stencil | 30 |
| ICPSCP235 | Prepare stencil using photographic indirect method | 30 |
| ICPSCP270 | Manually prepare and produce screen prints | 30 |
| ICPSCP271 | Manually produce basic screen prints | 40 |
| ICPSCP273 | Semi-automatically produce basic screen prints | 40 |
| ICPSCP275 | Automatically produce basic screen prints | 20 |
| ICPSCP281 | Finish screen print products | 30 |
| ICPSCP282 | Prepare film for basic screen printing | 40 |
| ICPSCP311 | Reclaim screen manually | 10 |
| ICPSCP333 | Automatically prepare direct emulsion stencil | 40 |
| ICPSCP337 | Prepare stencil using photographic capillary method | 30 |
| ICPSCP339 | Prepare stencil using direct projection method | 40 |
| ICPSCP341 | Prepare stencil using direct electronic imaging method | 60 |
| ICPSCP351 | Prepare machine and drying/curing unit | 40 |
| ICPSCP371 | Manually produce complex screen prints | 60 |
| ICPSCP373 | Semi-automatically produce complex screen prints | 60 |
| ICPSCP374 | Operate a semi-automatic screen printing machine | 60 |
| ICPSCP375 | Automatically produce complex screen prints | 60 |
| ICPSCP376 | Operate an automatic screen printing machine | 60 |
| ICPSCP382 | Produce computer image for screen printing | 40 |
| ICPSCP383 | Prepare film for complex screen printing | 60 |
| ICPSUP120 | Pack product | 30 |
| ICPSUP201 | Prepare, load and unload reels and cores on and off machine | 30 |
| ICPSUP202 | Prepare, load and unload product on and off machine | 30 |
| ICPSUP203 | Prepare and maintain the work area | 30 |
| ICPSUP207 | Prepare machine for operation (basic) | 30 |
| ICPSUP208 | Operate and monitor machines (basic) | 20 |
| ICPSUP211 | Prepare ink and additives | 40 |
| ICPSUP212 | Prepare coatings and adhesives | 30 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP221 | Pack and dispatch product | 30 |
| ICPSUP222 | Pack and dispatch solid waste | 30 |
| ICPSUP235 | Lift loads mechanically | 30 |
| ICPSUP236 | Shift loads mechanically | 30 |
| ICPSUP241 | Undertake warehouse or stores materials processing | 30 |
| ICPSUP243 | Reconcile process outputs | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP261 | Follow WHS practices and identify environmental hazards | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| ICPSUP263 | Perform basic industry calculations | 30 |
| ICPSUP271 | Provide basic instruction for a task | 30 |
| ICPSUP280 | Enter data into electronic system | 30 |
| ICPSUP281 | Use computer systems | 30 |
| ICPSUP282 | Undertake basic machine maintenance | 30 |
| ICPSUP311 | Prepare ink and additives (advanced) | 50 |
| ICPSUP321 | Pack and dispatch (advanced) | 40 |
| ICPSUP323 | Dispose of waste | 30 |
| ICPSUP342 | Undertake inventory procedures | 40 |
| ICPSUP345 | Purchase materials and schedule deliveries | 40 |
| ICPSUP351 | Undertake basic production scheduling | 40 |
| ICPSUP352 | Plan operational processes | 30 |
| ICPSUP357 | Apply quick changeover procedures | 20 |
| ICPSUP362 | Communicate as part of a work team | 30 |
| ICPSUP381 | Operate and maintain computer resources | 60 |
| ICPSUP389 | Undertake basic root cause analysis | 50 |
| ICPSUP417 | Perform laboratory quality tests of materials and finished product | 60 |
| ICPSUP455 | Supervise and schedule work of others | 60 |
| ICPSUP456 | Control production | 50 |
| ICPSUP458 | Monitor production workflow | 50 |
| ICPSUP464 | Provide customer service and education | 80 |
| ICPSUP482 | Troubleshoot and optimise materials and machinery | 50 |
| ICPSUP485 | Implement a Just-in-Time system | 80 |
| ICPSUP486 | Mistake proof a production process | 60 |
| ICPSUP487 | Analyse manual handling processes | 60 |
| ICPSUP488 | Ensure process improvements are sustained | 60 |
| ICPSUP516 | Set and apply quality standards | 60 |
| ICPSUP553 | Prepare production costing estimates | 50 |
| ICPSUP554 | Manage teams | 60 |
| ICPSUP561 | Implement and monitor WHS | 60 |
| ICPSUP583 | Troubleshoot and optimise the production process | 50 |
| ICPSUP684 | Determine and improve process capability | 80 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **ICP Printing and Graphic Arts Training Package Release 3.0,** but are by no means mandatory.

|  |  |
| --- | --- |
| **Occupation** | Learner/pre-apprentice (Occupational non-specific) |
| **Qualification Title**  | Certificate II in Printing and Graphic Arts (General) |
| **Qualification Code** | ICP20115 |
| **Description** | Appropriate for learners seeking an introduction to major facets of the printing industry as a lead into a traineeship or apprenticeship |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBSUS201 | Participate in environmentally sustainable work practices | 20 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| **Electives** |   |  |
| ICPCBF241 | Set up machine for basic single or continuous folding | 30 |
| ICPCBF242 | Produce basic single or continuous folded product | 30 |
| ICPDMT263 | Access and use the Internet | 20 |
| ICPPRN232 | Produce basic lithographic printed product | 80 |
| ICPPRN384 | Set up and produce basic digital print | 50 |
| ICPPRP211 | Develop a basic design concept | 40 |
| ICPPRP221 | Select and apply type | 30 |
| ICPPRP224 | Produce pages using a page layout application | 60 |
| ICPPRP225 | Produce graphics using a graphics application | 60 |
| ICPPRP385 | Operate a database for digital printing | 50 |
| ICPSUP202 | Prepare, load and unload product on and off machine | 30 |
|   | **Total** | **590** |

|  |  |
| --- | --- |
| **Occupation** | 3D Print Specialist |
| **Qualification Title**  | Certificate III in Printing |
| **Qualification Code** | ICP31215 |
| **Description** | Appropriate for a person working as a 3D printing specialist in a printing enterprise. |
| **Specialisation** | 3D Printer |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBSUS201 | Participate in environmentally sustainable work practices | 20 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| **Electives** |   |  |
| ICPKNW322 | Develop knowledge of the printing and graphic arts industry | 80 |
| ICPPRN385 | Apply software applications to digital production | 50 |
| ICPPRN494 | Apply advanced software applications to digital production | 80 |
| 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 |
| ICPSUP203 | Prepare and maintain the work area | 30 |
| ICPSUP207 | Prepare machine for operation (basic) | 30 |
| ICPSUP208 | Operate and monitor machines (basic) | 20 |
| ICPSUP263 | Perform basic industry calculations | 30 |
| ICPSUP281 | Use computer systems | 30 |
| ICPSUP282 | Undertake basic machine maintenance | 30 |
| ICPSUP352 | Plan operational processes | 30 |
| ICPSUP381 | Operate and maintain computer resources | 60 |
| ICPSUP464 | Provide customer service and education | 80 |
| ICPSUP485 | Implement a Just-in-Time system | 80 |
|   | **Total** | **1060** |

|  |  |
| --- | --- |
| **Occupation** | Binder and Finishing |
| **Qualification Title**  | Certificate III in Print Manufacturing |
| **Qualification Code** | ICP31315 |
| **Description** | Appropriate for a person working as a binder and finisher in the print finishing sector of the industry |
| **Specialisation** | Binding and Finishing |   |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBSUS201 | Participate in environmentally sustainable work practices | 20 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| **Electives** |   |  |
| ICPCBF321 | Set up and produce complex guillotined product | 70 |
| ICPCBF341 | Set up machine for complex sequenced or multiple folding | 60 |
| ICPCBF342 | Produce complex sequenced or multiple folded product | 70 |
| ICPCBF343 | Set up machine for complex collating or inserting (sheet/section/reel) | 60 |
| ICPCBF344 | Produce complex collated or inserted product | 60 |
| ICPCBF361 | Set up machine for complex adhesive, mechanical or sewn fastening | 60 |
| ICPCBF362 | Produce complex adhesive, mechanical or sewn fastened product | 60 |
| ICPCBF465 | Set up and produce hand-bound book | 60 |
| ICPKNW322 | Develop knowledge of the printing and graphic arts industry | 80 |
| ICPSUP202 | Prepare, load and unload product on and off machine | 30 |
| ICPSUP203 | Prepare and maintain the work area | 30 |
| ICPSUP207 | Prepare machine for operation (basic) | 30 |
| ICPSUP208 | Operate and monitor machines (basic) | 20 |
| ICPSUP282 | Undertake basic machine maintenance | 30 |
| ICPSUP321 | Pack and dispatch (advanced) | 40 |
| ICPSUP351 | Undertake basic production scheduling | 40 |
| ICPSUP352 | Plan operational processes | 30 |
|   | **Total** | **940** |

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| **Occupation** | Pre-Press Operator |
| **Qualification Title**  | Certificate III in Print Communications |
| **Qualification Code** | ICP31415 |
| **Description** | Appropriate for a person working as an operator in the pre-press sector of the industry |
| **Specialisation** | Pre-Press Printing |   |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBSUS201 | Participate in environmentally sustainable work practices | 20 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| **Electives** |   |  |
| ICPDMT263 | Access and use the Internet | 20 |
| ICPKNW322 | Develop knowledge of the printing and graphic arts industry | 80 |
| ICPPRP211 | Develop a basic design concept | 40 |
| ICPPRP221 | Select and apply type | 30 |
| ICPPRP224 | Produce pages using a page layout application | 60 |
| ICPPRP225 | Produce graphics using a graphics application | 60 |
| ICPPRP252 | Output images | 30 |
| ICPPRP284 | Produce PDF files for online or screen display | 60 |
| ICPPRP311 | Develop a detailed design concept | 60 |
| ICPPRP321 | Produce a typographic image | 50 |
| ICPPRP322 | Digitise images for reproduction | 50 |
| ICPPRP324 | Create pages using a page layout application | 60 |
| ICPPRP325 | Create graphics using a graphics application | 60 |
| ICPPRP334 | Prepare an imposition format for printing processes | 50 |
| ICPPRP385 | Operate a database for digital printing | 50 |
| ICPPRP386 | Undertake digital proofing | 30 |
| ICPPRP430 | Manage colour | 70 |
|   | **Total** | **970** |

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| **Occupation** | Printing Technician |
| **Qualification Title**  | Certificate IV in Printing and Graphic Arts |
| **Qualification Code** | ICP40115 |
| **Description** | Appropriate for a person working as a technician in the printing sector of the industry |
| **Specialisation** | Printing (e.g. lithographic printing) |
| **Unit Code** | **Unit Title** | **Hours** |
| **Electives** |   |
| ICPKNW322 | Develop knowledge of the printing and graphic arts industry | 80 |
| ICPPRN382 | Produce and manage complex digital print | 60 |
| ICPPRN413 | Set up for complex flexographic printing | 100 |
| ICPPRN431 | Set up for complex lithographic printing | 100 |
| ICPPRN432 | Produce specialised lithographic printed product | 100 |
| ICPPRN491 | Use on-press monitoring of print quality | 50 |
| ICPPRN492 | Use on-press print control devices | 50 |
| ICPPRN493 | Set up and monitor in-line printing operations | 50 |
| ICPPRN531 | Set up for specialised lithographic printing | 100 |
| ICPSUP482 | Troubleshoot and optimise materials and machinery | 50 |
|   | **Total** | **740** |

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| **Occupation** | Production Supervisor (Mail House) |
| **Qualification Title**  | Certificate IV in Printing and Graphic Arts (Mail House) |
| **Qualification Code** | ICP40515 |
| **Description** | Appropriate for a person working as a production supervisor in the mail house sector of the industry |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBSUS401 | Implement and monitor environmentally sustainable work practices | 40 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| **Electives** |   |  |
| BSBCUS401 | Coordinate implementation of customer service strategies | 40 |
| BSBLDR403 | Lead team effectiveness | 50 |
| BSBMGT402 | Implement operational plan | 40 |
| BSBMGT403 | Implement continuous improvement | 40 |
| BSBWOR404 | Develop work priorities | 40 |
| ICPCBF303 | Run and monitor envelope manufacturing machines | 30 |
| ICPCBF341 | Set up machine for complex sequenced or multiple folding | 60 |
| ICPCBF391 | Use electronic monitoring systems (converting and finishing) | 50 |
| ICPCBF393 | Set up machine for envelope manufacture | 30 |
| ICPCBF406 | Set up and load in-line smart card machine | 60 |
| ICPKNW322 | Develop knowledge of the printing and graphic arts industry | 80 |
| ICPPRN382 | Produce and manage complex digital print | 60 |
| ICPSUP243 | Reconcile process outputs | 30 |
| ICPSUP282 | Undertake basic machine maintenance | 30 |
| ICPSUP342 | Undertake inventory procedures | 40 |
| ICPSUP352 | Plan operational processes | 30 |
| ICPSUP357 | Apply quick changeover procedures | 20 |
| ICPSUP458 | Monitor production workflow | 50 |
| ICPSUP482 | Troubleshoot and optimise materials and machinery | 50 |
| ICPSUP485 | Implement a Just-in-Time system | 80 |
| TLIA2041 | Manually sort mail and parcels | 40 |
|   | **Total** | **1080** |

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| **Occupation** | Digital Production Coordinator |
| **Qualification Title**  | Certificate IV in ePublishing |
| **Qualification Code** | ICP40815 |
| **Description** | Appropriate for a person working as a production supervisor in the ePublishing sector of the industry |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBIPR401 | Use and respect copyright | 50 |
| BSBSMB412 | Introduce cloud computing into business operations | 50 |
| BSBSUS401 | Implement and monitor environmentally sustainable work practices | 40 |
| CUAPHI513 | Employ colour management in a digital imaging workplace | 45 |
| ICPPRN494 | Apply advanced software applications to digital production | 80 |
| ICPPRN497 | Work with digital information | 70 |
| ICPPRN498 | Adapt digital content for publication on different devices | 70 |
| ICTNWK303 | Configure and administer a network operating system | 70 |
| **Electives** |   |  |
| ICPPRP421 | Compose and evaluate typography | 80 |
| ICPPRP422 | Digitise complex images for reproduction | 80 |
| ICPPRP430 | Manage colour | 70 |
| ICPPRP484 | Set up and operate automated workflow | 60 |
| ICTWEB412 | Produce interactive web animation | 80 |
| ICTWEB416 | Customise content management system | 80 |
|   | **Total** | **925** |

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| **Occupation** | Production Supervisor |
| **Qualification Title**  | Diploma of Printing and Graphic Arts  |
| **Qualification Code** | ICP50115 |
| **Description** | Appropriate for a person working as a production supervisor in a medium to large printing enterprise |
| **Specialisation** | Printing |
| **Unit Code** | **Unit Title** | **Hours** |
| **Core** |   |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | 50 |
| ICPSUP216 | Inspect quality against required standards | 30 |
| ICPSUP260 | Maintain a safe work environment | 30 |
| ICPSUP262 | Communicate in the workplace | 30 |
| **Electives** |   |  |
| BSBMGT608 | Manage innovation and continuous improvement | 70 |
| ICPPRN382 | Produce and manage complex digital print | 60 |
| ICPPRN384 | Set up and produce basic digital print | 50 |
| ICPPRN414 | Produce specialised flexographic printed product | 100 |
| ICPPRN432 | Produce specialised lithographic printed product | 100 |
| ICPPRN496 | Set up and produce complex digital print | 60 |
| ICPPRN513 | Set up for specialised flexographic printing | 100 |
| ICPPRN531 | Set up for specialised lithographic printing | 100 |
| ICPSUP455 | Supervise and schedule work of others | 60 |
| ICPSUP464 | Provide customer service and education | 80 |
| ICPSUP485 | Implement a Just-in-Time system | 80 |
| ICPSUP488 | Ensure process improvements are sustained | 60 |
| ICPSUP516 | Set and apply quality standards | 60 |
| ICPSUP554 | Manage teams | 60 |
| ICPSUP561 | Implement and monitor WHS | 60 |
| ICPSUP684 | Determine and improve process capability | 80 |
|   | **Total** | **1320** |
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CONTACTS AND LINKS

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| **Curriculum Maintenance Manager (CMM)** |
| General Manufacturing | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of the Higher Education and Skills Group.  | Paul Saunders: Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175. Phone/fax: 9238 8448Email: Paul.Saunders@chisholm.edu.au  |
| **Service Skills Organisation (SSO)** |
| PWC Skills for Australia | This SSO is responsible for developing this **ICP Printing and Graphic Arts Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material. | Phone/fax: 1800 714 819.Email: info@skillsforaustralia.comWeb site for PWC can be found [here](http://www.skillsforaustralia.com). |
| **National Register for VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | National Register website can be found [here](http://training.gov.au). |
| **Australian Government** |
| Department of Education and Training  | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.  | The Commonwealth Department of Education and Training website can be found [here](https://education.gov.au/) |
| **State Government** |
| Department of Education and Training (DET)  | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.  | (03) 9637 2000The Victorian Department of Education and Training website can be found [here](http://www.education.vic.gov.au/) |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector.  | Info line: 1300 701 801 ASQA’s website can be found [here](http://www.asqa.gov.au/) |
| **Victorian State VET Regulatory Authority** |
| 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 VRQA’s website can be found [here](http://www.vrqa.vic.gov.au/)  |
| **Industry Regulatory Bodies** |
| WorkSafe Victoria | 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. WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | Address: 222 Exhibition Street, Melbourne, 3000. Phone: (03) 9641 1444 or 1800 136 089 (toll free)Email:info@worksafe.vic.gov.au Worksafe Victoria’s website can be found [here](http://www.worksafe.vic.gov.au/) |

GLOSSARY

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| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee 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.    |
| **Minimum Payable Hours** | The number of hours the Victorian government designates as the minimum required to deliver a qualification, taking into account contextualisation and integrated delivery efficiencies. |
| **Scope of Registration** | 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. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected. |