

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 VPG Approved	Comments
ICP Printing and Graphic Arts Training Package Release No 3.0	27 February 2019	<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"> ICPPTD304 Apply problem solving techniques to 3D printing maintenance and operation <p>and three revised units of competency:</p> <ul style="list-style-type: none"> ICPPTD301 - Manipulate 3D files in preparation for 3D printing ICPPTD302 - Set up and produce 3D prints ICPPTD303 - Set up and produce 3D scans <p>These units have been added to the elective banks of:</p> <p>ICP31215 Certificate III in Printing 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 MSM Manufacturing Training Package Implementation Guide Release 3.0, Appendix B, for mapping information.</p>
ICP Printing and Graphic Arts Training Package Release No 2.0	18 April 2016	<p>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.</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	<p>Minor editorial corrections.</p>
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 Implementation Guide Appendix: https://www.ibsa.org.au/volume/introduction-9</p>

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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

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

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

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

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

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

CONTACTS AND LINKS

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 8448 Email: 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.com Web site for PWC can be found here .
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 .
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
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 2000 The Victorian Department of Education and Training website can be found here
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
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

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: info@worksafe.vic.gov.au Worksafe Victoria's website can be found here</p>
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GLOSSARY

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.