

ICP Printing and Graphic Arts

TRAINING PACKAGE

Version 2.00

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National ICP Printing and Graphic Arts Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 2.00 of the ICP Printing and Graphic Arts was released by Training.Gov.Au (TGA) on the 15/01/2016.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au.

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the industry.

National Code	National Title	Nominal Hours
ICP20115	Certificate II in Printing and Graphic Arts (General)	540
ICP31215	Certificate III in Printing	748
ICP31315	Certificate III in Print Manufacturing	730
ICP31415	Certificate III in Print Communications	840
ICP40115	Certificate IV in Printing and Graphic Arts	485
ICP40515	Certificate IV in Printing and Graphic Arts (Mail House)	1120
ICP40815	Certificate IV in ePublishing	685
ICP50115	Diploma of Printing and Graphic Arts	1030

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the industry.

National Code	National 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	30
ICPCBF225	Set up machine for basic flat-bed die cutting or embossing	20
ICPCBF226	Produce basic flat-bed die cut or embossed product	20
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	30
ICPCBF232	Produce basic flat-bed cut product	20
ICPCBF235	Set up machine for basic rotary cutting	30
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)	40
ICPCBF244	Produce basic collated or inserted (sheet/section) product	40
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	40
ICPCBF281	Set up machine for basic laminating	30
ICPCBF282	Produce basic laminated product	30
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	50
ICPCBF312	Set cutting forme and strippers	50
ICPCBF320	Produce complex converted or finished product	40
ICPCBF321	Set up and produce complex guillotined product	50
ICPCBF326	Undertake pre make-ready for die cutting	50
ICPCBF327	Set up machine for complex rotary die cutting or embossing	50
ICPCBF328	Produce complex rotary die cut or embossed product	20

ICPCBF341	Set up machine for complex sequenced or multiple folding	50
ICPCBF342	Produce complex sequenced or multiple folded product	50
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	50
ICPCBF362	Produce complex adhesive, mechanical or sewn fastened product	50
ICPCBF369	Set up and produce hand-made box	50
ICPCBF371	Decorate paper	20
ICPCBF381	Set up machine for complex laminating	50
ICPCBF382	Produce complex laminated product	50
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	25
ICPCBF426	Produce complex flat-bed die cut or embossed product	20
ICPCBF465	Set up and produce hand-bound book	70
ICPCBF467	Restore books	70
ICPDMT263	Access and use the internet	20
ICPDMT296	Create and test an interactive CD-ROM/DVD	20
ICPDMT321	Capture a digital image	30
ICPDMT322	Edit a digital image	40

ICPDMT344	Manipulate and incorporate audio into multimedia presentations	40
ICPDMT346	Incorporate video into multimedia presentations	40
ICPDMT491	Create an extensible document	40
ICPDMT492	Create an extensible style sheet	60
ICPDMT581	Manage multimedia production	35
ICPDMT582	Manage multimedia projects	35
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	50
ICPPRN222	Produce basic gravure printed product	50
ICPPRN232	Produce basic lithographic printed product	50
ICPPRN242	Produce basic pad printed product	30
ICPPRN261	Set up for foil stamping	30
ICPPRN262	Produce foil stamped product	30
ICPPRN271	Set up for basic coating	30
ICPPRN272	Produce basic coated product	50
ICPPRN282	Produce and manage basic digital print	50
ICPPRN283	Use digital media consumables	25
ICPPRN284	Use colour management systems	25
ICPPRN285	Use digital workflow	25
ICPPRN286	Finish a digital product	25
ICPPRN287	Use digital processes	25
ICPPRN288	Produce basic relief printed product	50

ICPPRN313	Set up for basic flexographic printing	30
ICPPRN314	Produce complex flexographic printed product	50
ICPPRN321	Set up for basic gravure printing	30
ICPPRN322	Produce complex gravure printed product	50
ICPPRN331	Set up for basic lithographic printing	30
ICPPRN332	Produce complex lithographic printed product	60
ICPPRN341	Set up for basic pad printing	30
ICPPRN342	Produce complex pad printed product	50
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	45
ICPPRN386	Troubleshoot digital media	70
ICPPRN387	Use colour management for production	55
ICPPRN388	Preflight and import complex images for digital devices	70
ICPPRN389	Manage digital files	35
ICPPRN390	Generate a proof for digital production	25
ICPPRN392	Set up and produce specialised digital print	70
ICPPRN393	Set up for basic relief printing	30
ICPPRN394	Produce complex relief printed product	50
ICPPRN395	Set up and produce 3D print	70
ICPPRN411	Mount and demount flexographic plates for complex printing	50
ICPPRN413	Set up for complex flexographic printing	50
ICPPRN414	Produce specialised flexographic printed product	80
ICPPRN421	Set up for complex gravure printing	50
ICPPRN422	Produce specialised gravure printed product	80
ICPPRN431	Set up for complex lithographic printing	50
ICPPRN432	Produce specialised lithographic printed product	80

ICPPRN441	Set up for complex pad printing	50
ICPPRN442	Produce specialised pad printed product	80
ICPPRN451	Set up for complex relief printing	50
ICPPRN452	Produce specialised relief printed product	80
ICPPRN471	Set up for complex coating	50
ICPPRN472	Produce complex coated product	50
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	70
ICPPRN495	Set up and use complex colour management for production	90
ICPPRN496	Set up and produce complex digital print	60
ICPPRN497	Work with digital information	65
ICPPRN498	Adapt digital content for publication on different devices	65
ICPPRN513	Set up for specialised flexographic printing	80
ICPPRN521	Set up for specialised gravure printing	80
ICPPRN531	Set up for specialised lithographic printing	80
ICPPRN541	Set up for specialised pad printing	80
ICPPRN551	Set up for specialised relief printing	80
ICPPRN552	Manage digital workflow	45
ICPPRP211	Develop a basic design concept	30
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	30
ICPPRP232	Electronically combine and assemble data	60

ICPPRP252	Output images	30
ICPPRP260	Proof images	30
ICPPRP266	Produce relief plates	30
ICPPRP267	Produce offset lithographic plates	30
ICPPRP268	Make photopolymer plates (flexographic)	30
ICPPRP269	Produce photopolymer plates for pad printing	30
ICPPRP272	Produce gravure cylinders manually	30
ICPPRP281	Design basic carton	30
ICPPRP283	Prepare artwork for screen printing	40
ICPPRP284	Produce PDF files for online or screen display	55
ICPPRP285	Scan a mono image	18
ICPPRP286	Scan images for reproduction	30
ICPPRP311	Develop a detailed design concept	30
ICPPRP321	Produce a typographic image	50
ICPPRP322	Digitise images for reproduction	50
ICPPRP323	Photograph and produce halftone images	50
ICPPRP324	Create pages using a page layout application	60
ICPPRP325	Create graphics using a graphics application	60
ICPPRP331	Manually combine complex four-colour images	50
ICPPRP333	Electronically combine complex images	60
ICPPRP334	Prepare an imposition format for printing processes	50
ICPPRP352	Output complex images	50
ICPPRP360	Undertake special colour proofing	50
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	50
ICPPRP397	Transfer digital files	40
ICPPRP398	Set up and produce a 3D scan	70
ICPPRP411	Undertake a complex design brief	30
ICPPRP421	Compose and evaluate typography	50
ICPPRP422	Digitise complex images for reproduction	50
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	50
ICPPRP481	Design complex carton	50
ICPPRP484	Set up and operate automated workflow	60
ICPPRP485	Develop a digital data template	50
ICPPRP494	Develop document content and structure	60
ICPPRP495	Manipulate 3D graphics files in preparation for 3D printing	70
ICPSCP211	Reclaim screen automatically	30
ICPSCP215	Prepare screen	30
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	80
ICPSCP271	Manually produce basic screen prints	30
ICPSCP273	Semi-automatically produce basic screen prints	30
ICPSCP275	Automatically produce basic screen prints	30
ICPSCP281	Finish screen print products	30
ICPSCP282	Prepare film for basic screen printing	30
ICPSCP311	Reclaim screen manually	30

ICPSCP333	Automatically prepare direct emulsion stencil	30
ICPSCP337	Prepare stencil using photographic capillary method	50
ICPSCP339	Prepare stencil using direct projection method	50
ICPSCP341	Prepare stencil using direct electronic imaging method	50
ICPSCP351	Prepare machine and drying/curing unit	50
ICPSCP371	Manually produce complex screen prints	50
ICPSCP373	Semi-automatically produce complex screen prints	50
ICPSCP374	Operate a semi-automatic screen printing machine	60
ICPSCP375	Automatically produce complex screen prints	50
ICPSCP376	Operate an automatic screen printing machine	60
ICPSCP382	Produce computer image for screen printing	40
ICPSCP383	Prepare film for complex screen printing	30
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	20
ICPSUP203	Prepare and maintain the work area	60
ICPSUP207	Prepare machine for operation (basic)	30
ICPSUP208	Operate and monitor machines (basic)	30
ICPSUP211	Prepare ink and additives	30
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	60
ICPSUP262	Communicate in the workplace	50
ICPSUP263	Perform basic industry calculations	30
ICPSUP271	Provide basic instruction for a task	50
ICPSUP280	Enter data into electronic system	30
ICPSUP281	Use computer systems	30
ICPSUP282	Undertake basic machine maintenance	30
ICPSUP311	Prepare ink and additives (advanced)	30
ICPSUP321	Pack and dispatch (advanced)	50
ICPSUP323	Dispose of waste	30
ICPSUP342	Undertake inventory procedures	30
ICPSUP345	Purchase materials and schedule deliveries	50
ICPSUP351	Undertake basic production scheduling	50
ICPSUP352	Plan operational processes	50
ICPSUP357	Apply quick changeover procedures	20
ICPSUP362	Communicate as part of a work team	30
ICPSUP381	Operate and maintain computer resources	50
ICPSUP389	Undertake basic root cause analysis	50
ICPSUP417	Perform laboratory quality tests of materials and finished product	50
ICPSUP455	Supervise and schedule work of others	50
ICPSUP456	Control production	50
ICPSUP458	Monitor production workflow	50
ICPSUP464	Provide customer service and education	50
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	50

ICPSUP516	Set and apply quality standards	50
ICPSUP553	Prepare production costing estimates	50
ICPSUP554	Manage teams	50
ICPSUP561	Implement and monitor WHS	50
ICPSUP583	Troubleshoot and optimise the production process	50
ICPSUP684	Determine and improve process capability	80

Mapping Qualifications

The following table provides an overview of the qualifications from Version 2.00 which replace qualifications from the existing version of the ICP Printing and Graphic Arts.

ICP Current Qualification				ICP Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
ICP30615	Certificate III in Printing and Graphic Arts (Screen Printing)	830	NE	ICP31215	Certificate III in Printing	748
ICP30415	Certificate III in Printing and Graphic Arts (Digital Printing)	745	NE			
ICP30515	Certificate III in Printing and Graphic Arts (Printing)	800	E			
ICP30915	Certificate III in Printing and Graphic Arts (Cartons and Corrugating)	810	NE	ICP31315	Certificate III in Print Manufacturing	730
ICP30815	Certificate III in Printing and Graphic Arts (Sacks and Bags)	645	NE			
ICP30715	Certificate III in Printing and Graphic Arts (Print Finishing)	900	E			
ICP31015	Certificate III in Printing and Graphic Arts (Mail House)	770	NE			
ICP31115	Certificate III in Printing and Graphic Arts (Ink Manufacture)	830	NE			
ICP30215	Certificate III in Printing and Graphic Arts (Graphic Prepress)	895	E	ICP31415	Certificate III in Print Communications	840
ICP30315	Certificate III in Printing and Graphic Arts (Multimedia)	710	NE			
ICP30115	Certificate III in Printing and Graphic Arts (Graphic Design Production)	835	NE			

Mapping Units of Competency

The following table provides an overview of the units of competency from Version 2.00 which replace units of competency from the existing version of the ICP Printing and Graphic Arts.

ICP Current Unit				ICP Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
ICPKNW320	Apply knowledge and requirements of information technology systems in the printing industry	70	E	ICPKNW322	Develop knowledge of the printing and graphic arts industry	80
ICPKNW317	Apply knowledge and requirements of the ink manufacturing sector	80				
ICPKNW314	Apply knowledge and requirements of the screen printing sector	80				
ICPKNW321	Apply knowledge and requirements of digital production	60				
ICPKNW311	Apply knowledge of the graphic pre-press sector	80				
ICPKNW312	Apply knowledge of printing machining	80				
ICPKNW318	Apply knowledge and requirements of mail house operations	80				
ICPKNW313	Apply knowledge and requirements of the converting, binding and finishing sector	60				
ICPKNW315	Apply knowledge and requirements of the multimedia sector	60				
ICPKNW319	Apply knowledge and processes of converting paper-based products	80				
ICPKNW316	Apply knowledge and requirements of paper and printing processes	80				
	No previous equivalent		-	ICPPRN395	Set up and produce 3D print	70
	No previous equivalent		-	ICPPRP398	Set up and produce a 3D scan	70
	No previous equivalent		-	ICPPRP495	Manipulate 3D graphics files in preparation for 3D printing	70

Apprenticeships

The following table provides a summary of the qualifications in the ICP Printing and Graphic Arts and the accredited apprenticeship courses they will replace.

National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
ICP30515	Certificate III in Printing and Graphic Arts (Printing)	AP01850: PRINT MACHINIST	800	E	ICP31215	Certificate III in Printing	748
ICP30615	Certificate III in Printing and Graphic Arts (Screen Printing)	AP01860: SCREEN PRINTING STENCIL PREPARATION	830	NE			
ICP30715	Certificate III in Printing and Graphic Arts (Print Finishing)	AP01830: BINDING AND FINISHING	900	E	ICP31315	Certificate III in Print Manufacturing	730
ICP30215	Certificate III in Printing and Graphic Arts (Graphic Prepress)	AP01840: GRAPHIC PRE-PRESS	895	E	ICP31415	Certificate III in Print Communications	840

Traineeships

The following table provides a summary of the qualifications in the ICP Printing and Graphic Arts and the accredited traineeship courses they will replace.

National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
ICP30315	Certificate III in Printing and Graphic Arts (Multimedia)	TR03330: PRINTING AND GRAPHIC ARTS (MULTIMEDIA) (LEVEL 3)	710	NE	ICP31415	Certificate III in Print Communications	840