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Companion
Volume – Implementation Guide

ICP Printing and Graphic Arts Industry Training Package

Implementation Guide

Release 3.0





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Overview Information

Version control and modification history

Industry Training Packages are not static documents; they are constantly reviewed and amended to reflect the latest industry practice and are version controlled. It is essential that the latest version is always used.

The latest version of the ICP Training Package can be found at training.gov.au.

ICP Training Package Modification History			
Version number	Status	Release date	Comments
3.0	Current	December 2018	1 new unit of competency - ICPPTD304 - Apply problem solving techniques to 3D printing maintenance and operation 3 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 1 revised skill set - ICPSSo0002 - 3D Print Fundamentals Skill Set
2.0	Superseded	15 January 2016	Includes review of the following sectors: 3D Printing (3 new units of competency and 1 new skill set) - Certificate III Review (3 revised and converged qualifications to replace 11 qualifications and 1 revised and converged unit of competency to replace 11 units of competency) Industry Skills Council (ISC) upgrade to update unit lists and correct typographical errors
1.1	Superseded	9 April 2015	Industry Skills Council (ISC) upgrade to correct mapping errors
1.0	Superseded	26 March 2015	Primary release of restructured <i>ICP Printing and Graphic Arts Training Package</i> . This release of the <i>ICP Printing and Graphic Arts Training Package</i> contains 16 Qualifications, 1 Skill Set, 288 native Units of Competency (including 286 units that have been updated for the Standards for Training Packages and 2 new units), and 164 imported units Digital literacy qualification and skill set added

Qualifications, skill sets and units of competency

The *ICP Printing and Graphic Arts Industry Training Package* contains:

- 8 AQF-aligned qualifications
- 4 skill sets
- 282 native units of competency
- 161 imported units of competency.

List of qualifications in ICP Printing and Graphic Arts Industry Training Package Version 3.0

Qualification code	Qualification title
ICP20115	Certificate II in Printing and Graphic Arts
ICP31215	Certificate III in Printing
ICP31315	Certificate III in Print Manufacturing
ICP31415	Certificate III in Print Communications
ICP40115	Certificate IV in Printing and Graphic Arts
ICP40515	Certificate IV in Printing and Graphic Arts (Mail House)
ICP40815	Certificate IV in ePublishing
ICP50115	Diploma of Printing and Graphic Arts

List of skill sets in ICP Printing and Graphic Arts Industry Training Package Version 3.0

Skill set code	Skill set title
ICPSSo0001	Digital Fundamentals Skill Set
ICPSSo0002	3D Printing Fundamentals Skill Set
ICPSSo0003	Digital Colour Skill Set
ICPSSo0004	Advanced Digital Colour Skill Set

List of units of competency in ICP Printing and Graphic Arts Industry Training Package Version 3.0

Unit code	Unit title
ICPCBF105	Operate in-line mail machine
ICPCBF202	Handline mail
ICPCBF203	Collate and insert mail manually
ICPCBF204	Operate addressing machine

Unit code	Unit title
ICPCBF208	Set up and operate a cheque mailer machine
ICPCBF209	Set up and operate in-line mail machine
ICPCBF211	Set up and run machine for sewing
ICPCBF214	Set up single-faced web
ICPCBF216	Set up double-faced web
ICPCBF218	Produce basic folded and glued cartons
ICPCBF220	Produce basic converted or finished product
ICPCBF221	Set up and produce basic guillotined product
ICPCBF222	Set up and operate in-line cutter
ICPCBF223	Set up machine for cutting (trimming)
ICPCBF224	Produce cut (trimmed) product
ICPCBF225	Set up machine for basic flat-bed die cutting or embossing
ICPCBF226	Produce basic flat-bed die cut or embossed product
ICPCBF227	Set up machine for basic rotary die cutting or embossing
ICPCBF228	Produce basic rotary die cut or embossed product
ICPCBF231	Set up machine for basic flat-bed cutting
ICPCBF232	Produce basic flat-bed cut product
ICPCBF235	Set up machine for basic rotary cutting
ICPCBF236	Produce basic rotary cut product
ICPCBF241	Set up machine for basic single or continuous folding
ICPCBF242	Produce basic single or continuous folded product
ICPCBF243	Set up machine for basic collating or inserting (sheet/section)
ICPCBF244	Produce basic collated or inserted (sheet/section) product
ICPCBF245	Set up and produce hand-collated or -inserted product
ICPCBF261	Set up machine for basic adhesive, mechanical or thermal fastening
ICPCBF262	Produce basic adhesive, mechanical or thermal fastened product
ICPCBF263	Set up and produce hand-fastened product
ICPCBF281	Set up machine for basic laminating
ICPCBF282	Produce basic laminated product
ICPCBF294	Set up profile cutting for envelope manufacture
ICPCBF297	Clean sack and bag machines

Unit code	Unit title
ICPCBF298	Run and monitor sack and bag machines
ICPCBF300	Run and monitor in-line tube making machine for sack or bag manufacture
ICPCBF301	Run and monitor in-line bottom making machine for sack or bag manufacture
ICPCBF302	Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture
ICPCBF303	Run and monitor envelope manufacturing machines
ICPCBF305	Produce single-faced web
ICPCBF306	Set up machine for basic carton folding and gluing
ICPCBF307	Produce double-faced web
ICPCBF309	Produce complex folded and glued cartons
ICPCBF311	Prepare for cutting forme and stripper making
ICPCBF312	Set cutting forme and strippers
ICPCBF320	Produce complex converted or finished product
ICPCBF321	Set up and produce complex guillotined product
ICPCBF326	Undertake pre make-ready for die cutting
ICPCBF327	Set up machine for complex rotary die cutting or embossing
ICPCBF328	Produce complex rotary die cut or embossed product
ICPCBF341	Set up machine for complex sequenced or multiple folding
ICPCBF342	Produce complex sequenced or multiple folded product
ICPCBF343	Set up machine for complex collating or inserting (sheet/section/reel)
ICPCBF344	Produce complex collated or inserted product
ICPCBF361	Set up machine for complex adhesive, mechanical or sewn fastening
ICPCBF362	Produce complex adhesive, mechanical or sewn fastened product
ICPCBF369	Set up and produce hand-made box
ICPCBF371	Decorate paper
ICPCBF381	Set up machine for complex laminating
ICPCBF382	Produce complex laminated product
ICPCBF391	Use electronic monitoring systems (converting and finishing)
ICPCBF392	Produce product on window gluer
ICPCBF393	Set up machine for envelope manufacture
ICPCBF395	Set up and operate folder gluer machine
ICPCBF396	Set up in-line scoring, folding and gluing machine for envelope manufacture

Unit code	Unit title
ICPCBF398	Set up in-line bottom making machine for sack or bag manufacture
ICPCBF399	Set up in-line tube making machine for sack or bag manufacture
ICPCBF406	Set up and load in-line smart card machine
ICPCBF407	Operate a smart card machine and pack product
ICPCBF410	Set up machine for complex carton folding and gluing
ICPCBF425	Set up machine for complex flat-bed die cutting or embossing
ICPCBF426	Produce complex flat-bed die cut or embossed product
ICPCBF465	Set up and produce hand-bound book
ICPCBF467	Restore books
ICPDMT263	Access and use the Internet
ICPDMT296	Create and test a CD-ROM/ DVD
ICPDMT321	Capture a digital image
ICPDMT322	Edit a digital image
ICPDMT344	Manipulate and incorporate audio into multimedia presentations
ICPDMT346	Incorporate video into multimedia presentations
ICPDMT491	Create an extensible document
ICPDMT492	Create an extensible style sheet
ICPDMT581	Manage multimedia production
ICPDMT582	Manage multimedia projects
ICPINK211	Select and prepare materials for production
ICPINK221	Blend chemicals
ICPINK251	Filter and pack product
ICPINK331	Manufacture inks and coatings
ICPINK335	Manufacture varnish and resin
ICPKNW322	Apply knowledge of the printing and graphic arts industry
ICPPRN211	Mount and proof flexographic plates for basic printing
ICPPRN214	Produce basic flexographic printed product
ICPPRN222	Produce basic gravure printed product
ICPPRN232	Produce basic lithographic printed product
ICPDMT492	Create an extensible style sheet
ICPDMT581	Manage multimedia production

Unit code	Unit title
ICPDMT582	Manage multimedia projects
ICPINK211	Select and prepare materials for production
ICPINK221	Blend chemicals
ICPINK251	Filter and pack product
ICPINK331	Manufacture inks and coatings
ICPINK335	Manufacture varnish and resin
ICPKNW322	Apply knowledge of the printing and graphic arts industry
ICPPRN211	Mount and proof flexographic plates for basic printing
ICPPRN214	Produce basic flexographic printed product
ICPPRN222	Produce basic gravure printed product
ICPPRN232	Produce basic lithographic printed product
ICPPRN242	Produce basic pad printed product
ICPPRN261	Set up for foil stamping
ICPPRN262	Produce foil stamped product
ICPPRN271	Set up for basic coating
ICPPRN272	Produce basic coated product
ICPPRN282	Produce and manage basic digital print
ICPPRN283	Use digital media consumables
ICPPRN284	Use colour management systems
ICPPRN285	Use digital workflow
ICPPRN286	Finish a digital product
ICPPRN287	Use digital processes
ICPPRN288	Produce basic relief printed product
ICPPRN313	Set up for basic flexographic printing
ICPPRN314	Produce complex flexographic printed product
ICPPRN321	Set up for basic gravure printing
ICPPRN322	Produce complex gravure printed product
ICPPRN331	Set up for basic lithographic printing
ICPPRN332	Produce complex lithographic printed product
ICPPRN341	Set up for basic pad printing
ICPPRN342	Produce complex pad printed product

Unit code	Unit title
ICPPRN382	Produce and manage complex digital print
ICPPRN383	Prepare for personalised digital printing
ICPPRN384	Set up and produce basic digital print
ICPPRN385	Apply software applications to digital production
ICPPRN386	Troubleshoot digital media
ICPPRN387	Use colour management for production
ICPPRN388	Preflight and import complex images for digital devices
ICPPRN389	Manage digital files
ICPPRN390	Generate a proof for digital production
ICPPRN392	Set up and produce specialised digital print
ICPPRN393	Set up for basic relief printing
ICPPRN394	Produce complex relief printed product
ICPPRN411	Mount and demount flexographic plates for complex printing
ICPPRN413	Set up for complex flexographic printing
ICPPRN414	Produce specialised flexographic printed product
ICPPRN421	Set up for complex gravure printing
ICPPRN422	Produce specialised gravure printed product
ICPPRN431	Set up for complex lithographic printing
ICPPRN432	Produce specialised lithographic printed product
ICPPRN441	Set up for complex pad printing
ICPPRN442	Produce specialised pad printed product
ICPPRN451	Set up for complex relief printing
ICPPRN452	Produce specialised relief printed product
ICPPRN471	Set up for complex coating
ICPPRN472	Produce complex coated product
ICPPRN484	Prepare for variable data printing
ICPPRN491	Use on-press monitoring of print quality
ICPPRN492	Use on-press print control devices
ICPPRN493	Set up and monitor in-line printing operations
ICPPRN494	Apply advanced software applications to digital production
ICPPRN495	Set up and use complex colour management for production

Unit code	Unit title
ICPPRN496	Set up and produce complex digital print
ICPPRN497	Work with digital information
ICPPRN498	Adapt digital content for publication on different devices
ICPPRN513	Set up for specialised flexographic printing
ICPPRN521	Set up for specialised gravure printing
ICPPRN531	Set up for specialised lithographic printing
ICPPRN541	Set up for specialised pad printing
ICPPRN551	Set up for specialised relief printing
ICPPRN552	Manage digital production workflow
ICPPRP211	Develop a basic design concept
ICPPRP221	Select and apply type
ICPPRP223	Photograph a line image
ICPPRP224	Produce pages using a page layout application
ICPPRP225	Produce graphics using a graphics application
ICPPRN411	Mount and demount flexographic plates for complex printing
ICPPRP231	Manually combine spot colour and basic four-colour images
ICPPRP232	Electronically combine and assemble data
ICPPRP252	Output images
ICPPRP260	Proof images
ICPPRP266	Produce relief plates
ICPPRP267	Produce offset lithographic plates
ICPPRP268	Make photopolymer plates (flexographic)
ICPPRP269	Produce photopolymer plates for pad printing
ICPPRP272	Produce gravure cylinders manually
ICPPRP281	Design basic carton
ICPPRP283	Prepare artwork for screen printing
ICPPRP284	Produce PDF files for online or screen display
ICPPRP285	Scan a mono image
ICPPRP286	Scan images for reproduction
ICPPRP311	Develop a detailed design concept
ICPPRP321	Produce a typographic image

Unit code	Unit title
ICPPRP322	Digitise images for reproduction
ICPPRP323	Photograph and produce halftone images
ICPPRP324	Create pages using a page layout application
ICPPRP325	Create graphics using a graphics application
ICPPRP331	Manually combine complex four-colour images
ICPPRP333	Electronically combine complex images
ICPPRP334	Prepare an imposition format for printing processes
ICPPRP352	Output complex images
ICPPRP360	Undertake special colour proofing
ICPPRP370	Produce multiple image plates
ICPPRP372	Produce gravure cylinders electronically
ICPPRP382	Produce computer image for screen printing
ICPPRP385	Operate a database for digital printing
ICPPRP386	Undertake digital proofing
ICPPRP396	Generate high-end PDF files
ICPPRP397	Transfer digital files
ICPPRP411	Undertake a complex design brief
ICPPRP421	Compose and evaluate typography
ICPPRP422	Digitise complex images for reproduction
ICPPRP423	Apply colour to design brief
ICPPRP430	Manage colour
ICPPRP435	Generate complex imposition
ICPPRP452	Output complex images direct to plate or press
ICPPRP481	Design complex carton
ICPPRP484	Set up and operate automated workflow
ICPPRP485	Develop a digital data template
ICPPRP494	Develop document content and structure
ICPPTD301	Manipulate 3D files in preparation for 3D printing
ICPPTD302	Set up and produce 3D prints
ICPPTD303	Set up and produce 3D scans
ICPPTD304	Apply problem solving techniques to 3D printing maintenance and operation

Unit code	Unit title
ICPSCP211	Reclaim screen automatically
ICPSCP215	Prepare screen
ICPSCP221	Prepare substrate
ICPSCP222	Prepare and cut screen print substrate
ICPSCP233	Manually prepare direct emulsion stencil
ICPSCP235	Prepare stencil using photographic indirect method
ICPSCP270	Manually prepare and produce screen prints
ICPSCP271	Manually produce basic screen prints
ICPSCP273	Semi-automatically produce basic screen prints
ICPSCP275	Automatically produce basic screen prints
ICPSCP281	Finish screen print products
ICPSCP282	Prepare film for basic screen printing
ICPSCP311	Reclaim screen manually
ICPSCP333	Automatically prepare direct emulsion stencil
ICPSCP337	Prepare stencil using photographic capillary method
ICPSCP339	Prepare stencil using direct projection method
ICPSCP341	Prepare stencil using direct electronic imaging method
ICPSCP351	Prepare machine and drying/curing unit
ICPSCP371	Manually produce complex screen prints
ICPSCP373	Semi-automatically produce complex screen prints
ICPSCP374	Operate a semi-automatic screen printing machine
ICPSCP375	Automatically produce complex screen prints
ICPSCP376	Operate an automatic screen printing machine
ICPSCP382	Produce computer image for screen printing
ICPSCP383	Prepare film for complex screen printing
ICPSUP120	Pack product
ICPSUP201	Prepare, load and unload reels and cores on and off machine
ICPSUP202	Prepare, load and unload product on and off machine
ICPSUP203	Prepare and maintain the work area
ICPSUP207	Prepare machine for operation (basic)
ICPSUP208	Operate and monitor machines (basic)

Unit code	Unit title
ICPSUP211	Prepare ink and additives
ICPSUP212	Prepare coatings and adhesives
ICPSUP216	Inspect quality against required standards
ICPSUP221	Pack and dispatch product
ICPSUP222	Pack and dispatch solid waste
ICPSUP235	Lift loads mechanically
ICPSUP236	Shift loads mechanically
ICPSUP241	Undertake warehouse or stores materials processing
ICPSUP243	Reconcile process outputs
ICPSUP260	Maintain a safe work environment
ICPSUP261	Follow WHS practices and identify environmental hazards
ICPSUP262	Communicate in the workplace
ICPSUP263	Perform basic industry calculations
ICPSUP271	Provide basic instruction for a task
ICPSUP280	Enter data into electronic system
ICPSUP281	Use computer systems
ICPSUP282	Undertake basic machine maintenance
ICPSUP311	Prepare ink and additives (advanced)
ICPSUP321	Pack and dispatch (advanced)
ICPSUP323	Dispose of waste
ICPSUP342	Undertake inventory procedures
ICPSUP345	Purchase materials and schedule deliveries
ICPSUP351	Undertake basic production scheduling
ICPSUP352	Plan operational processes
ICPSUP357	Apply quick changeover procedures
ICPSUP362	Communicate as part of a work team
ICPSUP381	Operate and maintain computer resources
ICPSUP389	Undertake basic root cause analysis
ICPSUP417	Perform laboratory quality tests of materials and finished product
ICPSUP455	Supervise and schedule work of others
ICPSUP456	Control production

Unit code	Unit title
ICPSUP458	Monitor production workflow
ICPSUP464	Provide customer service and education
ICPSUP482	Troubleshoot and optimise materials and machinery
ICPSUP485	Implement a Just-in-Time system
ICPSUP486	Mistake proof a production process
ICPSUP487	Analyse manual handling processes
ICPSUP488	Ensure process improvements are sustained
ICPSUP516	Set and apply quality standards
ICPSUP553	Prepare production costing estimates
ICPSUP554	Manage teams
ICPSUP561	Implement and monitor WHS
ICPSUP583	Troubleshoot and optimise the production process
ICPSUP684	Determine and improve process capability

Mapping to previous version of the training package

Mapping information can be useful for delivery and assessment as it:

- explains the main changes between the previous and current versions of qualifications, skill sets, and units of competency
- shows whether the outcomes of the previous and current versions are equivalent or not
- shows newly added components, as well as any components removed from the training package.

The information provided below is a general summary only. PwC's Skills for Australia recommends using the Compare Content Tool available on the training.gov.au (TGA) website for more information about specific changes.

Unit mapping information

Unit mapping and equivalence from previous ICP Printing and Graphic Arts Industry Training Package releases are shown below. The following tables show the relationship between the current ICP units of competency and superseded units from the current ICP Training Package to the previous ICP Training Package, including:

- **Equivalent.** Where units have been reviewed and updated to reflect *Standards for Industry Training Packages*, but the outcomes of the old and new units are equivalent.
- **Not equivalent.** Where the outcomes of the old and new units are not equivalent.
- **New unit.** Where there has not previously been a unit with similar outcomes.

Unit of competency code ICP Printing and Graphic Arts release 2.0	Unit of competency title ICP Printing and Graphic Arts release 2.0	Unit of competency code ICP Printing and Graphic Arts release 3.0	Unit of competency title ICP Printing and Graphic Arts release 3.0	Equivalence to previous qualification	Comments
ICPPRP495	Manipulate 3D graphics files in preparation for 3D printing	ICPPTD301	Manipulate 3D files in preparation for 3D printing	Not equivalent	Updates to elements, performance criteria and assessment requirements
ICPPRN395	Set up and produce a 3D print	ICPPTD302	Set up and produce 3D prints	Not equivalent	Updates to elements, performance criteria and assessment requirements
ICPPRP398	Set up and produce a 3D scan	ICPPTD303	Set up and produce 3D scans	Not equivalent	Updates to elements, performance criteria and assessment requirements
N/A	N/A	ICPPTD304	Apply problem solving techniques to 3D printing maintenance and operation	New unit	N/A

Note: No other ICP units of competency were added, removed or changed as part of the Version 3.0 upgrade of the Training Package.

Unit of competency code ICP Printing and Graphic Arts release 1.1	Unit of competency title ICP Printing and Graphic Arts release 1.1	Unit of competency code ICP Printing and Graphic Arts release 2.0	Unit of competency title ICP Printing and Graphic Arts release 2.0	Equivalence to previous qualification
ICPCBF465	Set up and produce hand-bound book	ICPCBF465	Set up and produce hand-bound book	Equivalent
ICPKNW311	Apply knowledge of the graphic pre-press sector	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW312	Apply knowledge of printing machining	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW313	Apply knowledge and requirements of the converting, binding and finishing sector	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW314	Apply knowledge and requirements of the screen printing sector	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW315	Apply knowledge and requirements of the multimedia sector	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW316	Apply knowledge and requirements of paper and printing processes	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW317	Apply knowledge and requirements of the ink manufacturing sector	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW318	Apply knowledge and requirements of mail house operations	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW319	Apply knowledge and processes of converting paper-based products	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPKNW320	Apply knowledge and requirements of information technology systems in the printing industry	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent

Unit of competency code ICP Printing and Graphic Arts release 1.1	Unit of competency title ICP Printing and Graphic Arts release 1.1	Unit of competency code ICP Printing and Graphic Arts release 2.0	Unit of competency title ICP Printing and Graphic Arts release 2.0	Equivalence to previous qualification
ICPKNW321	Apply knowledge and requirements of digital production	ICPKNW322	Develop knowledge of the printing and graphic arts industry	Equivalent
ICPPRN313	Set up for basic flexographic printing (Release 1)	ICPPRN313	Set up for basic flexographic printing (Release 2)	Equivalent
ICPPRN387	Use colour management for production (Release 1)	ICPPRN387	Use colour management for production (Release 2)	Equivalent
ICPPRP311	Develop a detailed design concept (Release 1)	ICPPRP311	Develop a detailed design concept (Release 2)	Equivalent
ICPPRN313	Set up for basic flexographic printing (Release 1)	ICPPRN313	Set up for basic flexographic printing (Release 2)	Equivalent
ICPPRP324	Create pages using a page layout application (Release 1)	ICPPRP324	Create pages using a page layout application (Release 2)	Equivalent
N/A	N/A	ICPPRN395	Set up and produce 3D print	New unit
N/A	N/A	ICPPRP398	Set up and produce a 3D scan	New unit
N/A	N/A	ICPPRP495	Manipulate 3D graphics files in preparation for 3D Printing	New unit

Note: No other ICP units of competency were added, removed or changed as part of the Version 2.0 upgrade of the Training Package.

Qualification mapping information

Qualification mapping and equivalence from previous ICP Printing and Graphic Arts Industry Training Package releases are shown in the table below, where:

- **Equivalent.** Where qualifications have been reviewed and updated to reflect Standards for *Industry Training Packages*, but the outcomes of the old and new qualifications are equivalent.
- **Not equivalent.** Where the outcomes of the old and new qualifications are not equivalent.
- **New qualification.** Where there has not previously been a qualification with similar outcomes.

Qualification code ICP Printing and Graphic Arts release 2.0	Qualification title ICP Printing and Graphic Arts release 2.0	Qualification code ICP Printing and Graphic Arts release 3.0	Qualification title ICP Printing and Graphic Arts release 3.0	Equivalence to previous qualification	Comments
ICP31215	Certificate III in Printing (Release 1)	ICP31215	Certificate III in Printing (Release 2)	Equivalent	Updated elective list to reflect updated and new units of competency. Removed imported units of competency from the elective list where they had been deleted in their native training package.
ICP31315	Certificate III in Print Manufacturing (Release 1)	ICP31315	Certificate III in Print Manufacturing (Release 2)	Equivalent	Updated elective list to reflect updated and new units of competency.
ICP31415	Certificate III in Print Communications (Release 1)	ICP31415	Certificate III in Print Communications (Release 2)	Equivalent	Removed imported units of competency from the elective list where they had been deleted in their native training package.
ICP50115	Diploma of Printing and Graphic Arts (Release 2)	ICP50115	Diploma of Printing and Graphic Arts (Release 3)	Equivalent	Removed imported units of competency from the elective list where they had been deleted in their native training package.

Note: No other ICP qualifications were added, removed or changed as part of the Version 3.0 upgrade of the Training Package.

Qualification code ICP Printing and Graphic Arts release 1.1	Qualification title ICP Printing and Graphic Arts release 1.1	Qualification code ICP Printing and Graphic Arts release 2.0	Qualification title ICP Printing and Graphic Arts release 2.0	Equivalence to previous qualification
ICP20115	Certificate II in Printing and Graphic Arts (Release 1)	ICP20115	Certificate II in Printing and Graphic Arts (Release 2)	Equivalent
ICP30115	Certificate III in Printing and Graphic Arts	ICP31415	Certificate III in Print Communications	Not equivalent
ICP30215	Certificate III in Printing and Graphic Arts (Graphic Pre-press)	ICP31415	Certificate III in Print Communications	Equivalent
ICP30315	Certificate III in Printing and Graphic Arts (Multimedia)	ICP31415	Certificate III in Print Communications	Not equivalent
ICP30415	Certificate III in Printing and Graphic Arts (Digital Printing)	ICP31215	Certificate III in Printing	Not equivalent

Qualification code ICP Printing and Graphic Arts release 1.1	Qualification title ICP Printing and Graphic Arts release 1.1	Qualification code ICP Printing and Graphic Arts release 2.0	Qualification title ICP Printing and Graphic Arts release 2.0	Equivalence to previous qualification
ICP30515	Certificate III in Printing and Graphic Arts (Printing)	ICP31215	Certificate III in Printing	Equivalent
ICP30615	Certificate III in Printing and Graphic Arts (Screen Printing)	ICP31215	Certificate III in Printing	Not equivalent
ICP30715	Certificate III in Printing and Graphic Arts (Print Finishing)	ICP31315	Certificate III in Print Manufacturing	Equivalent
ICP30815	Certificate III in Printing and Graphic Arts (Sacks and Bags)	ICP31315	Certificate III in Print Manufacturing	Not equivalent
ICP30915	Certificate III in Printing and Graphic Arts (Cartons and Corrugating)	ICP31315	Certificate III in Print Manufacturing	Not equivalent
ICP31015	Certificate III in Printing and Graphic Arts (Mail House)	ICP31315	Certificate III in Print Manufacturing	Not equivalent
ICP31115	Certificate III in Printing and Graphic Arts (Ink Manufacture)	ICP31315	Certificate III in Print Manufacturing	Not equivalent
ICP40115	Certificate IV in Printing and Graphic Arts (Release 1)	ICP40115	Certificate IV in Printing and Graphic Arts (Release 2)	Equivalent
ICP40515	Certificate IV in Printing and Graphic Arts (Mail House) (Release 1)	ICP40515	Certificate IV in Printing and Graphic Arts (Mail House) (Release 2)	Equivalent
ICP40815	Certificate IV in ePublishing (Release 1)	ICP40815	Certificate IV in ePublishing (Release 2)	Equivalent
ICP50115	Diploma of Printing and Graphic Arts (Release 1)	ICP50115	Diploma of Printing and Graphic Arts (Release 2)	Equivalent

Note: No other ICP qualifications were added, removed or changed as part of the Version 2.0 upgrade of the Training Package

Skill Set mapping information

Skill Set mapping from previous ICP Printing and Graphic Arts Industry Training Package releases are shown below.

Skill Set code ICP Printing and Graphic Arts release 2.0	Skill Set title ICP Printing and Graphic Arts release 2.0	Skill Set code ICP Printing and Graphic Arts release 3.0	Skill Set title ICP Printing and Graphic Arts release 3.0	Comments
ICPSS00002	3D Print Fundamentals Skill Set (Release 1)	ICPSS00002	3D Print Fundamentals Skill Set (Release 2)	Updated unit list to reflect 3 updated unit of competency required and 2 new units of competency required.

Note: No other ICP skill sets were added, removed or changed as part of the Version 3.0 upgrade of the Training Package.

List of imported units of competency and their prerequisites

A range of units of competency have been imported into the ICP Printing and Graphic Arts Training Package to provide greater flexibility, choice and transferability of skills within the industry. Some of these imported units require prerequisite units to be completed.

Imported units of competency listed in ICP qualifications are in the table below; in some instances alongside their equivalent current version where an ICP qualification has been revised and is using a later version.

Imported unit code	Imported unit title	Prerequisite unit(s) code and title
AUMAQA001	Apply quality assurance techniques	
BSBCMM401	Make a presentation	
BSBCRT301	Develop and extend critical and creative thinking skills	
BSBCUS301	Deliver and monitor a service to customers	
BSBCUS401	Coordinate implementation of customer service strategies	
BSBCUS501	Manage quality customer service	
BSBDES301	Explore the use of colour	
BSBDES302	Explore and apply the creative design process to 2D forms	
BSBDES303	Explore and apply the creative design process to 3D forms	
BSBDES305	Source and apply information on the history and theory of design	
BSBDES401	Generate design solutions	
BSBDES402	Interpret and respond to a design brief	
BSBDES403	Develop and extend design skills and practice	
BSBDES601	Manage design realisation	
BSBEBU501	Investigate and design e-business solutions	
BSBEBU502	Implement e-business solutions	
BSBFLM309	Support continuous improvement systems and processes	
BSBINN201	Contribute to workplace innovation	
BSBINN301	Promote innovation in a team environment	
BSBIPR401	Use and protect copyright	
BSBIPR601	Develop and implement strategies for intellectual property management	
BSBITU306	Design and produce business documents	
BSBLDR403	Lead team effectiveness	
BSBMGT402	Implement operational plan	

Imported unit code	Imported unit title	Prerequisite unit(s) code and title
BSBMGT403	Implement continuous improvement	
BSBMGT407	Apply digital solutions to work processes	
BSBMGT516	Facilitate continuous improvement	
BSBMGT517	Manage operational plan	
BSBMGT519	Incorporate digital solutions into plans and practices	
BSBMGT608	Manage innovation and continuous improvement	
BSBMKG401	Profile the market	
BSBMKG412	Conduct e-marketing communications	
BSBMKG413	Promote products and services	
BSBMKG501	Identify and evaluate marketing opportunities	
BSBPMG409	Apply project scope management techniques	
BSBPRO401	Develop product knowledge	
BSBREL401	Establish networks	
BSBREL402	Build client relationships and business networks	
BSBSLS407	Identify and plan sales prospects	
BSBSLS408	Present, secure and support sales solutions	
BSBSLS501	Develop a sales plan	
BSBSMB301	Investigate micro business opportunities	
BSBSMB402	Plan small business finances	
BSBSMB403	Market the small business	
BSBSMB404	Undertake small business planning	
BSBSMB412	Introduce cloud computing into business operations	
BSBSUS201	Participate in environmentally sustainable work practices	
BSBSUS401	Implement and monitor environmentally sustainable work practices	
BSBSUS501	Develop workplace policy and procedures for sustainability	
BSBWOR301	Organise personal work priorities and development	
BSBWOR404	Develop work priorities	
BSBWOR501	Manage personal work priorities and professional development	
BSBWOR502	Lead and manage team effectiveness	

Imported unit code	Imported unit title	Prerequisite unit(s) code and title
CUAACD101	Use basic drawing techniques	
CUAACD201	Develop drawing skills to communicate ideas	
CUAACD401	Integrate colour theory and design processes	
CUAANM301	Create 2D digital animation	
CUAANM302	Create 3D digital animations	
CUAANM303	Create 3D digital models	
CUAANM401	Prepare 3D digital models for production	CUAANM303 - Create 3D digital models
CUAANM403	Create titles for screen productions	
CUAANM503	Design animation and digital visual effects	
CUACMP301	Implement copyright arrangements	
CUADIG201	Maintain interactive content	
CUADIG301	Prepare video assets	
CUADIG302	Author interactive sequences	
CUADIG304	Create visual design components	
CUADIG401	Author interactive media	
CUADIG402	Design user interfaces	
CUADIG403	Create user interfaces	
CUADIG404	Apply scripting language to authoring	
CUADIG405	Produce innovative digital images	
CUADIG501	Coordinate the testing of interactive media products	
CUADIG502	Design digital applications	
CUADIG503	Design e-learning resources	
CUADIG504	Design games	
CUADIG505	Design information architecture	
CUAGR301	Prepare files for publication	
CUAGR302	Use typography techniques	
CUAGR401	Research and apply graphic design techniques	
CUAGR504	Create and manipulate graphics	
CUAGR505	Design and manipulate complex layouts	
CUAPHI513	Employ colour management in a digital imaging workplace	

Imported unit code	Imported unit title	Prerequisite unit(s) code and title
CUAPHI514	Prepare digital images for pre-press processing	
CUAPRP401	Realise a creative project	
ICTDBS504	Integrate database with a website	
ICTNWK301	Provide network systems administration	
ICTNWK302	Determine and action network problems	
ICTNWK304	Administer network peripherals	
ICTNWK305	Install and manage network protocols	
ICTNWK401	Install and manage a server	
ICTNWK402	Install and configure virtual machines for sustainable ICT	
ICTNWK403	Manage network and data integrity	
ICTNWK404	Install, operate and troubleshoot a small enterprise branch network	
ICTNWK405	Build a small wireless local area network	
ICTNWK406	Install, configure and test network security	
ICTNWK407	Install and configure client-server applications and services	
ICTNWK408	Configure a desktop environment	
ICTNWK409	Create scripts for networking	
ICTNWK410	Install hardware to a network	
ICTNWK411	Deploy software to networked computers	
ICTNWK412	Create network documentation	
ICTNWK414	Create a common gateway interface script	
ICTNWK416	Build security into virtual private networks	
ICTNWK417	Build an enterprise wireless network	
ICTNWK418	Implement backbone technologies in a local area network	
ICTWEB401	Design a website to meet technical requirements	
ICTWEB402	Confirm accessibility of websites for people with special needs	
ICTWEB403	Transfer content to a website using commercial packages	
ICTWEB404	Maintain website performance	
ICTWEB405	Monitor traffic and compile website traffic reports	
ICTWEB406	Create website testing procedures	

Imported unit code	Imported unit title	Prerequisite unit(s) code and title
ICTWEB407	Conduct operational acceptance tests of websites	
ICTWEB408	Ensure basic website security	
ICTWEB409	Develop cascading style sheets	
ICTWEB410	Apply web authoring tool to convert client data for websites	
ICTWEB411	Produce basic client-side script for dynamic web pages	
ICTWEB412	Produce interactive web animation	
ICTWEB413	Optimise search engines	
ICTWEB414	Design simple web page layouts	
ICTWEB415	Produce server-side script for dynamic web pages	
ICTWEB416	Customise content management system	
ICTWEB417	Integrate social web technologies	
ICTWEB418	Use development software and ICT tools to build a basic website	
ICTWEB419	Develop guidelines for uploading information to a website	
ICTWEB420	Write content for web pages	
ICTWEB421	Ensure website content meets technical protocols and standards	
ICTWEB422	Ensure website access and useability	
ICTWEB423	Ensure dynamic website security	
ICTWEB424	Evaluate and select a web hosting service	
ICTWEB425	Apply structured query language to extract and manipulate data	
ICTWEB429	Create a markup language document to specification	
ICTWEB502	Create dynamic web pages	
ICTWEB510	Analyse information and assign meta tags	
MSA ENV272B	Participate in environmentally sustainable work practices	
MSA ENV472B	Implement and monitor environmentally sustainable work practices	
MSA PMSUP390A	Use structured problem solving tools	
MSL933001A	Maintain the laboratory/field workplace fit for purpose	
MSL954001A	Obtain representative samples in accordance with sampling plan	
MSL973001A	Perform basic tests	

Imported unit code	Imported unit title	Prerequisite unit(s) code and title
MSL973002A	Prepare working solutions	
MSL974001A	Prepare, standardise and use solutions	
MSS402001A	Apply competitive systems and practices	
MSS402002A	Sustain process improvements	
MSS402010A	Manage the impact of change on own work	
MSS402030A	Apply cost factors to work practices	
MSS402040A	Apply 5S procedures	
MSS402080A	Undertake root cause analysis	
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	
MSS403040A	Facilitate and improve implementation of 5S	
MSS405021A	Develop a Just in Time system	
SIRXCCS006A	Maintain business to business relationships	
SIRXSLS002A	Advise on products and services	
SIRXSLS201	Sell products and services	
TAEASS402B	Assess competence	
TAEDL402A	Plan, organise and facilitate learning in the workplace	
TLIA2041A	Manually sort mail and parcels	
TLIA2043A	Consolidate mail	
TLIA2047A	Stream mail	
TLIW3006A	Operate computerised mail and parcel sorting equipment	

Key work and training requirements in the industry

Modes of delivery

Training and assessment in simulated environments

Units of competency in the *ICP Printing and Graphic Arts Training Package* may be delivered and assessed in the workplace or in a simulated environment.

To maintain the integrity of training and assessment, RTOs, trainers and assessors need to keep pace with industry technologies and ensure that learning activities and assessments accurately reflect workplace activities. RTOs will need regular contact with industry to ensure the currency and validity of all activities conducted in simulated environments.

Workplace simulation criteria

In conducting training and assessment in a simulated workplace environment, trainers and assessors must make sure that the simulated environment gives the learner the opportunity to meet the following critical criteria:

1. Quality – The work is of the standard required for entry into the industry.
2. Productivity – The work is performed within a timeframe appropriate for entry to the industry.
3. Safety – The work is performed in a manner that meets industry safety standards.

Where simulations meet these criteria, RTOs can be confident that learners are 'work ready' on successful completion of units of competency.

Assessing in simulated environments

Simulations must provide opportunities for integrated assessment of competence that include:

- performing the task (task skills)
- managing a number of tasks (task management skills)
- dealing with workplace irregularities such as unexpected problems, breakdowns and changes in routine (contingency management skills)
- fulfilling the responsibilities and expectations of the job and workplace, including working with others (job/role environment skills)
- transferring competencies to new contexts.

Assessment activities must be realistic and reasonable in terms of scale. Assessment conducted under simulated conditions should reflect those typically found in the workplace. The following assessment checklist can be used to make sure that some key points are considered.

To further enhance the validity of assessment process using simulation, the assessor should consider:

- assessments covering a range of interconnected units of competency
- use of assessment checklists to ensure that all required performance and knowledge evidence requirements have been met
- use of self-assessment, peer assessment and debriefing activities
- use of authentic workplace documentation.

Australian apprenticeships

Apprenticeships and traineeships are formal training arrangements between an employer and an employee that have been established by a State or Territory Training Authority.

The training is required to be registered and recognised by the State or Territory Training Authority. This includes the form and registration of indenture.

Current legislation and successor legislation is defined in:

- Australian Capital Territory: Training and Tertiary Education Act 2003;
- New South Wales: Apprenticeship and Traineeship Act 2001;
- Northern Territory: Northern Territory Employment and Training Act 1991;
- Queensland: Vocational Education, Training and Employment Act 2000;
- South Australia: Training and Skills Development Act 2008;
- Tasmania: Vocational Education and Training Act 1994;
- Victoria: Education and Training Reform Act 2006; and
- Western Australia: Vocational Education and Training Act 1996.

Visit <http://www.australianapprenticeships.gov.au> for more information.

The following qualifications from the ICP Printing and Graphic Arts Training Package may be suitable for apprenticeships/ traineeships:

- ICP31215 Certificate III in Printing
- ICP1315 Certificate III in Print Manufacturing
- ICP31415 Certificate III in Print Communications

Regulation and licensing implications for implementation

- Regulation or licensing issues are identified in the Application section of units of competency and the Qualification description section of qualifications. If there are no requirements, the following statement will appear: No licensing, legislative or certification requirements apply to this unit/qualification at the time of publication.

Implementation Information

Key features of the ICP Training Package and the industry that will impact on the selection of training pathways

What is a training package?

A training package is a set of nationally endorsed qualifications, units of competency and assessment requirements developed for a specific industry, sector or workplace. It:

- specifies the skills and knowledge required to perform effectively in the workplace
- provides consistent components for training, assessing and recognising skills
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- promotes flexible modes of training to suit individual and industry requirements
- encourages learning and assessment in a work-related environment that leads to verifiable workplace outcomes.

While a training package does specify workplace skills and knowledge requirements, it does not suggest how a learner should be trained. Users of training packages, such as trainers or assessors, must develop learning and assessment strategies that support the needs of their particular learners.

Components of training packages

Training packages consist of the following endorsed components.

- **Qualifications** which consist of units of competency combined into meaningful groups to meet workplace roles, and aligned to vocational qualification levels identified in the *Australian Qualifications Framework (AQF)*.
- **Units of competency** which specify the standards of performance required in the workplace.
- **Assessment requirements** which specify the performance evidence, knowledge evidence, and conditions for assessment for each unit of competency.
- **Credit arrangements** which specify details of existing credit arrangements between vocational and higher education qualifications in accordance with the AQF. Currently no credit arrangements exist between any ICP qualifications and higher education qualifications.

Training packages may also include non-endorsed components, such as:

- **Skill sets** which are groups of endorsed units of competency that address a defined industry need or licensing or regulatory requirement
- **Companion volumes** (including this Implementation Guide) which provide support for training package users, including for training delivery and assessment
- **User guides** which provide information about specific ICP components.

What is a qualification?

Qualifications are created by grouping units of competency into combinations that meet workplace roles. Qualifications come with packaging rules that set out the overall requirements for delivering the qualification, for example, the number of core units, and the number and source of elective units.

Qualifications are aligned to *Australian Qualifications Framework (AQF)* qualification types. VET qualifications are at levels 1, 2, 3, 4, 5, 6, and 8 of the AQF.

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the VET sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

For a full explanation of the AQF, see the AQF website: <http://www.aqf.edu.au>.

Qualification structure

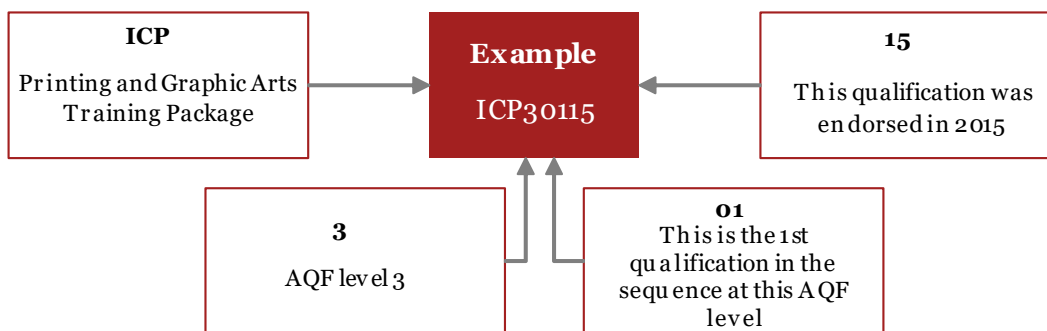
Qualifications are based on templates prescribed by the *Standards for Training Packages 2012*. The contents of each qualification field in this training package are explained below. **Appendix 3** provides occupational outcomes for all ICP Training Package qualifications, listed against the industry sector/s to which they apply.

Qualification code

Each qualification has a unique eight-character code:

- the first three characters identify the training package
- the first number identifies the qualification level
- the next two numbers identify the qualification's position in the sequence of qualifications at that level
- the last two numbers identify the year in which the qualification was endorsed.

For example:



Qualification title

The title reflects the qualification outcomes and complies with the length specified in the AVETMISS standard (no more than 100 characters).

Qualification description

This field describes the qualification outcomes, together with any licensing, legislative, regulatory or certification considerations.

Entry requirements

This is an optional field that specifies any mandatory entry requirements.

Packaging rules

This field:

- specifies the total number of units of competency required to achieve the qualification
- specifies the number of core and elective units
- lists all core and elective unit codes and titles, including prerequisite units where they apply.

Qualification mapping information

This field specifies the code and title of any equivalent qualification.

Links

This field provides a link to the Companion Volume Implementation Guide.

What is a skill set?

Skill sets consist of one or more endorsed units of competency that have been packaged together to address a defined industry need or specific licensing or regulatory requirement. Skill sets are not qualifications.

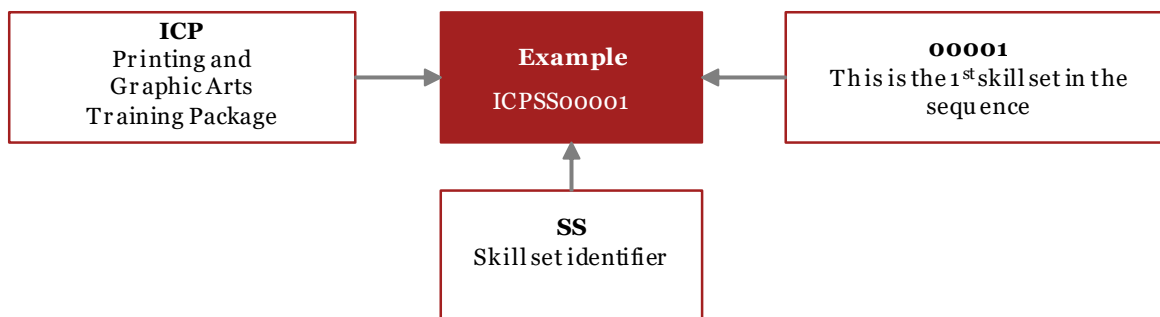
Skill set structure

Skill sets themselves are non-endorsed components of training packages (however, they consist of endorsed units of competency). Skill sets use a standard format. The contents of each field are explained below.

Skill set code

This is a unique code in the format: <Training package code> <SS> <five digit code> e.g. ICPSS00001.

For example:



Skill set name

The title reflects the skill set outcomes.

Description

This field explains how the skill set meets the industry need or regulatory requirement.

Pathways information

This field explains the skill set's relationship with a qualification.

Suggested title and words for Statement of Attainment

This field provides advice on a suitable title and words to use on a Statement of Attainment.

Target group

This field explains the types of individuals who will benefit from completing the skill set.

Links

This field provides a link to the Companion Volume Implementation Guide.

What is a unit of competency?

Units of competency are the nationally agreed statements of the skills and knowledge required for effective performance in a particular job or job function. Units of competency describe work outcomes as agreed by industry. As such, they do not describe the procedures necessary to perform a particular role, but rather, identify the skills and knowledge, as outcomes, that contribute to the whole job function. Each unit of competency and its associated assessment requirements describe:

- a specific work activity and what it involves
- particular skills (and level of skills) that are needed to perform the work activity
- conditions under which the work activity may be conducted
- knowledge and skills required to perform the work activity
- foundation skills required to perform the work activity
- how learners can show they are competent in the work activity
- performance and knowledge evidence that must be considered in assessing competency of the unit
- conditions under which evidence for assessment must be gathered.

Units of competency are not aligned to levels within the AQF because they can be included across a range of qualification levels. However, the qualification in which a unit is first packaged in a training package is indicated in the unit code.

What is competency?

The broad concept of industry competency is the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency covers all aspects of workplace performance and involves:

- performing individual tasks
- managing a range of different tasks
- responding to contingencies or breakdowns
- dealing with the responsibilities of the workplace, including working with others.

Workplace competency is the ability to apply relevant skills and knowledge consistently over time and in the required workplace situations and environments.

Competency standards are determined by industry to meet industry skill needs and focus on what is expected of a competent individual in the workplace.

Units of competency in the ICP Printing and Graphic Arts Industry Training Package

As well as native units of competency, a range of units have been imported into *ICP Printing and Graphic Arts Training Package* to provide greater flexibility, choice and transferability of skills within the industry.

Please refer to the **Overview Information** section of this Guide for a list of units of competency, including:

- units of competency native to this training package
- imported units of competency
- units of competency with prerequisites.

Unit of competency and assessment requirements structure

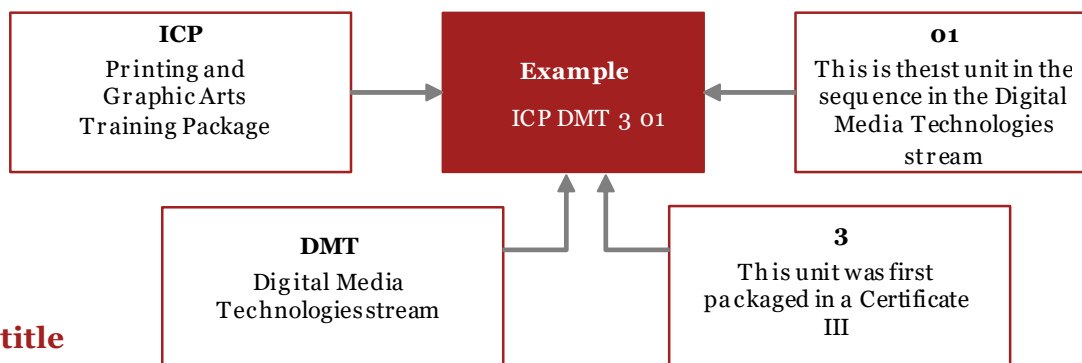
Units of competency are based on templates prescribed by the *Standards for Training Packages 2012*. Under these Standards, a unit of competency comprises two separate documents; that is, a unit of competency document and an assessment requirements document.

Unit of competency

Unit code

As explained below, each unit of competency has a unique code, which is assigned when the training package is endorsed, or when new units of competency are added to an endorsed training package:

- the first three characters identify the training package
- the next three characters indicate the competency stream or group
- the first number indicates the AQF qualification in which the unit is first packaged
- the next two or three characters identify a unit's position in the sequence of units in that competency stream or group.



Unit title

The title describes the unit outcome and complies with the length specified in the AVETMISS Standard (no more than 100 characters).

Unit application

This field describes how the unit is practically applied, who would typically use it, and the unit of competency's relationship to licensing, legislative and certification requirements.

Prerequisite units

This is an optional field that specifies any unit(s) in which the learner must already be competent prior to achieving competency in this unit.

Unit sector

This field is used to categorise units of competency in relation to industry sectors or types of work.

Elements of competency

Elements of competency describe the outcomes of the significant functions and tasks that make up the competency. Elements describe actions or outcomes that are demonstrable and assessable.

Performance criteria

Performance criteria specify the required performance in relevant tasks, roles, skills (including foundation skills) and the applied knowledge that enables competent performance.

Foundation skills

This field describes the language, literacy, numeracy and employment skills that are essential to performance but that are not explicit in the performance criteria.

Range of conditions

This is an optional field that specifies different work environments and conditions that may affect performance. Its contents are restricted to essential operating conditions and any other variables essential to the work environment.

Unit mapping information

This field specifies the code and title of any equivalent unit of competency.

Links

This field provides a link to the Companion Volume Implementation Guide.

Assessment requirements

This field uses the format: Assessment Requirements for [unit of competency code and title].

Performance evidence

Performance evidence, as the name implies, specifies what individuals must do to show that they satisfy the performance standards in the unit of competency.

Knowledge evidence

Knowledge evidence, as the name implies, specifies what individuals must know in order to carry out the work tasks described in the unit of competency safely and effectively.

Assessment conditions

This field describes mandatory conditions for assessment, e.g. details of equipment and materials; contingencies; physical conditions; relationships with other people; timeframes. It also specifies assessor requirements.

Links

This field provides a link to the Companion Volume Implementation Guide.

Industry sectors and occupational outcomes of qualifications

About the printing and graphic arts industry

As one of the largest manufacturing sectors in Australia, the Printing and Graphic Arts industry is a significant contributor to many aspects of the Australian economy and workforce. The industry facilitates the effective communication of messages through a range of media platforms and assists creative industries to deliver their products. Technological disruption and global industry trends are causing different parts of the sector to contract, grow or transform to meet consumer demands.

Key trends impacting the Printing industry and, subsequently, the industry's workforce, include:

- The potential growth of several areas, such as customised direct mail advertising, food labelling and packaging and other consumer goods.
- Challenges related to attracting new talent and retaining existing talent.
- The opportunity for industry participants to expand into non-traditional service offerings, such as data driven customisation and multi-channel marketing, whilst retaining printing as a core service offering.
- Digital and technological changes which continue to influence the demand of roles in which people work and the service offerings of the industry.

Overview of industry sectors

The ICP Training Package prepares learners to enter two general occupations: printer and pre-print graphic artist. Due to the generalist nature and small number of qualifications in the Training Package, each qualification cannot be said to be leading to a single specific occupation, but rather all the qualifications can be used to prepare for either occupation (which may be at different levels of seniority or responsibility).

Sub-sectors are therefore not as structured in printing and graphic arts as compared to many other training packages. Occupations in the industry have traditionally had a variety of specialisation areas, which is at the individual level and these individuals may work together in the same organisation or separately, but still fall in the same sector of creating printed products for clients. Specialisation areas have historically included:

- cardboards, cartons and corrugations
- converting binding and finishing
- desktop publishing
- digital printing
- digital production
- graphic pre-press
- ink manufacture
- mail house
- multi-channel communications
- multimedia
- print finishing
- print production support
- printing
- process improvement
- sacks and bags
- screen printing.

Anecdotal evidence from IRC members and consultations continues to suggest that, increasingly, printing and graphic arts workers are working within multidisciplinary communications teams. In these teams, printing and graphic arts workers are doing a broad range of activities such as developing marketing strategies, designing marketing materials for print and online distribution as well as working closely with workers from other related fields such as information technology and advertising.

Sectors in the ICP Printing and Graphic Arts Training Package

Unit sector unit and competency fields are given a specific code for the purpose of accurate mapping and grouping. See **Appendix 1** for a detailed view of unit grouping and competency fields. The *ICP Printing and Graphic Arts Training Package* contains the following sectors:

Sectors	Code
Converting, Binding and Finishing	CBF
Digital Media Technologies	DMT
Ink Manufacture	INK
Knowledge	KNW
Printing	PRN
Pre-press	PRP
Screen Printing	SCP
Support	SUP
Three-dimensional Printing	PTD

Qualification pathways and occupational outcomes

A pathway is the route or course of action taken to get to a destination. A *training pathway* generally means the learning activities or experiences used to attain the competencies needed to achieve career goals. There is no single pathway that applies to everyone; each individual has specific needs and goals.

Achievement of AQF qualifications provides opportunities for individuals to pursue and achieve their career goals. Qualifications can be achieved in various ways, including:

- off-the-job training, e.g. attending classroom-based learning programs
- on-the-job training, e.g. apprenticeships, traineeships
- recognition of prior learning
- credit transfer.

The qualification pathways shown on the following pages provide insight into printing and graphic arts industry career pathways and entry-level career options. The following information and tables show possible occupational outcomes for qualifications in the training package and also includes pathways between qualifications.

The qualification pathway tables on the following page, are provided for each sector and can be used for a variety of purposes, for example:

- the recognition of job roles;
- increasing the knowledge of qualification structures for those already in the sector;
- increasing the knowledge of career options for those entering the industry;
- succession planning; and
- relating vocations to qualifications or skill sets.

Sector name: Printing

Diploma	
<i>Graduates at this level will have integrated technical and theoretical knowledge in a broad range of contexts to undertake advanced skilled/paraprofessional work and/or further learning</i>	
ICP50115 Diploma of Printing and Graphic Arts	• Chemical plant operator • Graphic pre-press worker • Paper products machine operator • Print finisher • Printers • Printing machinist • Screen printer
Certificate IV	
<i>Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.</i>	
ICP40115 Certificate IV in Printing and Graphic Arts	• Chemical plant operator • Graphic pre-press worker • Paper products machine operator • Print finisher • Printers • Printing machinist • Screen printer
Certificate III	
<i>Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning.</i>	
ICP31215 Certificate III in Printing	• Printing machinist • Screen printer
Certificate II	
<i>Graduates at this level will have knowledge and skills for work in a defined context and/or further learning.</i>	
ICP20115 Certificate II in Printing and Graphic Arts	• Printer's assistant • Trade assistant
Skill Set	
ICPSS00003 Digital Colour Skill Set	• Digital print machinist
ICPSS00004 Advanced Digital Colour Skill Set	• Digital print machinist

Sector name: Print Manufacturing

Diploma	
<i>Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.</i>	
ICP50115 Diploma of Printing and Graphic Arts	• Chemical plant operator • Graphic pre-press worker • Paper products machine operator • Print finisher • Printers • Printing machinist • Screen printer
Certificate IV	
<i>Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.</i>	
ICP40115 Certificate IV in Printing and Graphic Arts	• Chemical plant operator • Graphic pre-press worker • Paper products machine operator • Print finisher • Printers • Printing machinist • Screen printer
Certificate III	
<i>Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning.</i>	
ICP31315 Certificate III in Print Manufacturing	• Chemical plant operator • Paper products machine operator • Print finisher
Certificate II	
<i>Graduates at this level will have knowledge and skills for work in a defined context and/or further learning.</i>	
ICP20115 Certificate II in Printing and Graphic Arts	• Printer's assistant • Trade assistant

Sector name: Print Communications**Diploma**

Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.

ICP50115 Diploma of Printing and Graphic Arts

- Chemical plant operator
- Graphic pre-press worker
- Paper products machine operator
- Print finisher
- Printers
- Printing machinist
- Screen printer

Certificate IV

Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.

ICP40115 Certificate IV in Printing and Graphic Arts

- Chemical plant operator
- Graphic pre-press worker
- Paper products machine operator
- Print finisher
- Printers
- Printing machinist
- Screen printer

Certificate III

Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning.

ICP31415 Certificate III in Print Communications

- Graphic pre-press worker

Certificate II

Graduates at this level will have knowledge and skills for work in a defined context and/or further learning.

ICP20115 Certificate II in Printing and Graphic Arts

- Printer's assistant
- Trade assistant

Mandatory entry requirements for ICP qualifications

The ICP Training Package does not mandate any entry requirements for qualifications. All ICP Training Package qualifications can be used as a point of entry into a qualification pathway.

The completion of a lower level qualification, learning capability and capacity, and current or past job roles can assist in readiness for undertaking a qualification.

A candidate is advised to consider their learning readiness, physical ability, interest and motivation for undertaking a qualification in order to successfully meet all requirements.

Pathways advice

Selecting electives for different outcomes

The qualifications include elective units that should be selected according to the learning and pathway needs of the learner. The choice of elective units is generally negotiated between the learner and/or employer, and the RTO conducting the training program.

Elective units can be selected from within the training package, or from other endorsed training packages or accredited courses.

Elective units should be used to provide a vocational focus for the qualification and should be relevant to the:

- qualification level
- job role
- work outcomes
- local industry needs
- area of specialisation (if required).

Recommendations for particular employment outcomes

The following table provides assistance in selecting electives for particular employment outcomes.

AQF	Specialisation area	Elective unit choices
2	Desktop Publishing	A minimum of 4 units from Group C Selected elective units must be relevant to the work environment and the qualification specialisation
2	Digital Printing	A minimum of 4 units from Group E Selected elective units must be relevant to the work environment and the qualification specialisation
2	Print Production Support	A minimum of 4 units from Group G Selected elective units must be relevant to the work environment and the qualification specialisation
2	Screen Printing	A minimum of 4 units from Group F Selected elective units must be relevant to the work environment and the qualification specialisation
2	Converting Binding and Finishing	A minimum of 4 units from Group A Selected elective units must be relevant to the work environment and the qualification specialisation
2	Sacks and Bags	A minimum of 4 units from Group A Selected elective units must be relevant to the work environment and the qualification specialisation
2	Cartons and Corrugations	A minimum of 4 units from Group A Selected elective units must be relevant to the work environment and the qualification specialisation
2	Mail House	A minimum of 4 units from Group A Selected elective units must be relevant to the work environment and the qualification specialisation
2	Ink Manufacture	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
3	Screen Printing	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
3	Cardboards and Corrugations	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
3	Graphic Pre-press	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
3	Print Finishing	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation

AQF	Specialisation area	Elective unit choices
3	Binding	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
4	Graphic Pre-Press	A minimum of 4 units from Group E Selected elective units must be relevant to the work environment and the qualification specialisation
4	Printing	A minimum of 4 units from Group D Selected elective units must be relevant to the work environment and the qualification specialisation
4	Print Finishing	A minimum of 3 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
5	Digital production	A minimum of 4 units from Group D Selected elective units must be relevant to the work environment and the qualification specialisation
5	Multi-channel communications	A minimum of 4 units from Group B Selected elective units must be relevant to the work environment and the qualification specialisation
5	Printing	A minimum of 4 units from Group D Selected elective units must be relevant to the work environment and the qualification specialisation
5	Process improvement	A minimum of 4 units from Groups F Selected elective units must be relevant to the work environment and the qualification specialisation

Credit Arrangements

There are no national credit arrangements between ICP qualifications and Higher Education qualifications at this time.

Recognition of prior learning

Recognition of prior learning (RPL) as explained in the Australian Qualifications Framework (AQF) involves assessing a candidate's relevant prior learning (including formal, informal and non-formal) to determine current competency outcomes. RPL facilitates the progression of candidates through qualifications by giving advanced standing for learning outcomes they have already achieved or competency they can demonstrate as already being held. Advanced standing may allow for entry into a qualification and/or provide competency recognition towards the qualification and may reduce the time required for a candidate to achieve the qualification.

RPL is appropriate for candidates who have previously attained skills and knowledge and who, when enrolling in qualifications, seek to shorten the normal duration of their training and either continue or commence working. RPL assessment should be undertaken by skilled people with expertise in the subject, content of skills area, and knowledge of and expertise in RPL assessment policies and procedures.

Access and equity considerations

Training and assessment against this Training Package may be delivered to a very wide range of people, including:

- people with low level foundation skills;
- people of non-English speaking backgrounds;
- Indigenous people; and
- people with disabilities.

The assessment environment of units of competency from this Training Package should not disadvantage any participants.

People with low level foundation skills

The foundation skills requirements of a unit of competency are 'built-in', and not always obvious to trainers and assessors.

The way in which foundation skills are used in the workplace must also be considered. To find out what these requirements are, consider the workplace documentation, communication, and numeracy required for the task.

It is also important to consider what are points of 'key risk' to a workplace around the application of these skills? Where can things go wrong if something is not:

- Read and interpreted correctly?
- Written down correctly?
- Said clearly to the right person?
- Interpreted properly when following an instruction?
- Measured accurately?

This will change from industry context to industry context; and differ from sector to sector. It may also differ between workplace contexts within each of those sectors.

Assessment tasks need to be designed to accurately assess competence. To be fair, valid, reliable and flexible they must allow candidates to demonstrate all the skills. The assessment task must only require the same level of foundation skills as the unit of competency, and not become a barrier to the candidate being able to demonstrate competence.

See also the foundation skills in this Guide.

Indigenous learners

It is very likely that aspects of this Training Package will be delivered to Indigenous people.

Non-indigenous trainers and assessors should acknowledge that Indigenous experiences of the world can differ greatly from mainstream Australian experiences. Indigenous culture is a well-established, complex, proud, adaptive and adoptive culture, deserving of respect.

Many Indigenous people and their families have had negative experiences in mainstream education. These experiences often have a negative impact on learners' self-confidence, so strategies to rebuild positive learning experiences and attitudes need to be an integral part of training and assessment programs for Indigenous people.

Showing respect of Indigenous culture requires an understanding of the protocols of the local community. Protocols vary between different groups and trainers and assessors should always check with a contact, or an Elder in the local community about issues to be aware of in the training and assessment environment.

Reasonable adjustment

The purpose of reasonable adjustment is to make it possible for learners to participate fully. It is not to give learners with additional/different needs an advantage over others, to change course standards or outcomes, or to guarantee success. A reasonable adjustment in learning and assessment activity needs to be justifiable and uphold the integrity of the unit/qualification. RTOs should provide reasonable adjustment to ensure maximum participation of learners with additional/different needs in teaching, learning and assessment activities.

Appendix 2 provides information about reasonable adjustment strategies that may assist RTOs and industry in adjusting training and assessment approaches to meet the needs of a variety of groups and/or individuals.

Foundation skills

Foundation skills are the skills that underpin almost everything people do at work, at home, and in the community. They are defined by the Australian Core Skills Framework (ACSF) and also include employability skills or the skills outlined in the Core Skills for Work developmental framework.

Foundation skill requirements are located within a unit of competency and are 'built-in', and not always obvious to users of Training Packages.

Further information regarding foundation skills within the ICP Training Package can be found in the separate *Foundation Skills Companion Volume* on VETNET.

Work health and safety implications

Work health and safety (WHS) requirements are covered either by:

- embedding requirements in the elements/performance criteria of units of competency
- including specific WHS units in qualifications.

In jurisdictions where the National Model WHS Legislation has not been implemented, RTOs are advised to contextualise units of competency by referring to the existing State/Territory occupational health and safety (OHS) legislative requirements

Resource and equipment requirements relevant to ICP

RTOs must make sure that all resources and equipment required to train and assess units of competency are available.

Details of specific resources, including equipment and materials essential for assessment, are listed in the *Assessment Conditions* sections of the assessment requirements associated with each unit of competency.

Legal considerations for ICP learners in the workplace/on placements

Assessment of competency will be in accordance with the relevant industry sector and legislation applying in each State and Territory. This will include:

- Duty of care requirements;
- Work Health and Safety Acts and Regulations;

Where units of competency have been imported from other Training Packages (that is, the unit code does NOT have the 'ICP' prefix), the RTO responsible for verifying current prerequisites and the assessment should check the assessment guidelines covering those units of competency in the source Training Package.

Other information relevant to implementing the ICP Training Package

Who can deliver and assess a qualification?

For the purpose of national recognition, training delivery and assessment must be conducted by a registered training organisation (RTO) with the qualifications or specific units of competency on its scope of registration.

All RTOs must comply with the requirements set out in applicable national frameworks and standards. The current registering bodies, frameworks and standards, and which type of RTO they apply to, are shown in the table on the following page. Users of this Implementation Guide are advised to check the applicable standards for their particular circumstances.

More information about national standards and standards for non-referring states can be found at:

<https://www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework>

RTOs must make sure that training and assessment comply with the relevant standards. This includes ensuring that training delivery and assessment are conducted by those who:

- have the necessary training and assessment competencies
- have the relevant vocational competencies at least to the level being delivered or assessed
- can demonstrate current industry skills directly relevant to the training/assessment being delivered
- continue to develop their vocational education and training (VET) skills and knowledge, industry currency, and trainer/assessor competence.

In some cases RTOs may need to use team-based or collaborative approaches to bring together all the necessary skills and knowledge to train and assess the full range of skills within a program of vocational training.

Summary of Frameworks and Standards for RTOs

Registering body	Standards	Applicable RTOs
Australian Skills Quality Authority (ASQA)	Standards for Registered Training Organisations (RTOs) 2015	RTOs that deliver training in the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Queensland, or Tasmania RTOs in Victoria and Western Australia that offer training to overseas students and/or students (including online courses) in the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Queensland, or Tasmania
Training Accreditation Council (WA TAC)	Standards for Registered Training Organisations (RTOs) 2015	RTOs that deliver vocational education and training solely in Western Australia and do not intend to apply to be registered on the Commonwealth Register of Institutions and Courses for Overseas Learners (CRICOS)
Victorian Registration and Qualifications Authority (VRQA) – Victoria	AQTF Essential Conditions and Standards for Initial Registration AQTF Essential Conditions and Standards for Continuing Registration	RTOs that deliver vocational education and training solely in Victoria and do not intend to apply to be registered on the Commonwealth Register of Institutions and Courses for Overseas Learners (CRICOS)

Impacts on implementation for registered training organisations (RTOs)

Trainers and assessors will need to maintain currency of knowledge, skills and industry experience to deliver high quality training and assessment related to the ICP Training Package. Additional information regarding assessor requirements is detailed below in “Requirements for ICP assessors” and in **Appendix 4**.

Technical skills are supported by non-technical foundation skills in each unit of competency. This requires an ability to recognise these underpinning skills, support learners in developing these skills, relate these skills to the application of technical skills, and effectively assess the application of these skills to technical tasks in the work environment.

On-the-job training and assessment are essential to the delivery of the ICP Printing and Graphic Arts Training Package. Where training and assessment are to take place using plant, equipment and dedicated technologies in operating environments, RTOs will require the necessary inductions to enter and operate on active sites.

RTOs must ensure that all plant, equipment, and dedicated technologies used in training and assessment meet safety standards.

For the effective delivery of workplace competencies, RTOs must contextualise units of competency, including foundation skills, into the site requirements and work processes impacting on the learner's job role.

RTOs must ensure that assessment practices meet all learner and site requirements through a process of assessment validation. This will ensure that the learning and resulting competencies are current and relevant to the needs of the learner and the workplace.

Requirements for ICP assessors

Industry Training Packages and their components are used in a variety of ways by industry and by registered/licensed training organisations.

Training and assessment using industry Training Packages that lead to nationally recognised qualifications must be conducted by an RTO. The RTO must have the qualification/s or specific unit/s of competency on its scope of registration, or work in partnership with another RTO that does.

Training Packages are often used outside of the National Training System for verification of competence, skills assessment, and skill development. Some organisations may choose to map their internal skills/competency frameworks against the established industry-defined standards within a Training Package. When used in this way for training and assessment, while not bound by the *Standards for RTOs*, sound practice should ensure that:

- assessors have sufficient industry experience to ensure assessment results are valid and reliable; and
- trainers have sufficient industry experience to ensure training outcomes reflect contemporary industry practice and contribute to productivity improvements.

Training and assessment in this type of arrangement do not lead to the nationally recognised credentials which can be issued by RTOs. Certification which references unit of competency and/or qualification codes should not be issued by any organisation other than an RTO with the required scope of registration to do so.

Assessor requirements are identified in the *Assessment Conditions* section of assessment requirement specifications associated with ICP units of competency.

All assessors must meet the requirements set by the applicable registering body (refer to further information in the section ‘Who can deliver and assess a qualification?’ in this Guide).

Assessment Guidelines

Advice in this section of the Guide is intended to supplement guidance and standards applied by VET regulatory authorities. In all instances advice about compliance of assessment practice should be sought from the appropriate regulator.

The *Standards for Training Packages* support robust assessment and assessor requirements and the ICP Training Package describes the printing and graphic arts industry's requirements for assessors and assessment.

Assessment requirements in the ICP Training Package aim to strengthen industry's confidence that candidates who have been deemed competent against components of the ICP Training Package are able to demonstrate the skills and knowledge described in units of competency in the workplace in a range of conditions and to industry's standards.

The following features should be embedded in assessment practice for the printing and graphic arts industries:

- assessors must have current skills and knowledge relevant to the industry sector for which they are conducting assessment;
- assessments must be conducted in the context of the relevant industry sector's work environment or in environments which adequately replicate the workplace;
- assessments must include the demonstration of skills and knowledge consistently over a period of time and under a range of conditions/circumstances.

Appendix 4 provides further advice on assessment and Assessment Conditions described in the ICP Training Package.

Contextualisation of units of competency by RTOs

RTOs may contextualise units of competency to reflect local skill needs. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, or specific enterprise requirements. Any contextualisation must ensure that the integrity of the outcome of the unit of competency is maintained.

Industry requirements, as described in training or job specifications, can be used to contextualise a unit of competency.

Links

Other ICP companion volumes

The ICP Printing and Graphic Arts Training Package is supported by the following additional companion volumes:

- Foundation Skills

All ICP Companion Volumes can be found on VETNET.

Training Package developer's quality assurance process for companion volumes

All training packages must be designed and developed to comply with the Australian Government's *Standards for Training Packages* and accompanying policies, which were approved by Commonwealth and State/Territory ministers in 2012.

More information about training package standards and policies is available on the Department of Education and Training website: <https://www.education.gov.au/training-packages>

Training packages are developed to meet the training needs of specific industries and sectors. They differ from other education and training courses in that they must be created with industry involvement and extensive national consultation. They are regularly reviewed through a continuous improvement cycle, and updated to ensure they remain current and relevant.

Contact details and other resources

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Department of Education and Training

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<https://www.education.gov.au/>

General

Australian Industry and Skills Committee (AISC)
<https://www.aisc.net.au/>

Australian Apprenticeships
www.australianapprenticeships.gov.au

Australian Qualifications Framework: Second edition, January 2013
<http://www.aqf.edu.au/>

Australian Skills Quality Authority (ASQA)
<http://www.asqa.gov.au>

TGA website, training packages
<http://www.training.gov.au/>

Training Accreditation Council (Western Australia)
<http://www.tac.wa.gov.au>

Victorian Registration and Qualifications Authority (VRQA)
<http://www.vrqa.vic.gov.au/>

State and Territory Training Authority

Australian Capital Territory
<https://www.education.act.gov.au/>

New South Wales
<http://www.dec.nsw.gov.au/>

Northern Territory
<http://www.dob.nt.gov.au/>

Queensland
<http://training.qld.gov.au/>

South Australia
<http://www.statedevelopment.sa.gov.au/>

Tasmania
<http://www.skills.tas.gov.au/>

Victoria

<http://www.education.vic.gov.au/>

Western Australia

<http://www.dtwd.wa.gov.au>

About PwC's Skills for Australia

This Guide has been developed by PwC's Skills for Australia.

As a Skills Service Organisation, PwC's Skills for Australia is responsible for working with industry to identify skills needs and to develop training products and services to meet those needs.

PwC's Skills for Australia is authorised and funded by the Australian government to produce training packages for its eight industries:

- Business services
- Financial services
- Information and communications technology
- Culture and related industries
- Printing and graphic arts
- Education and training
- Mining, drilling and civil infrastructure
- Automotive

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