

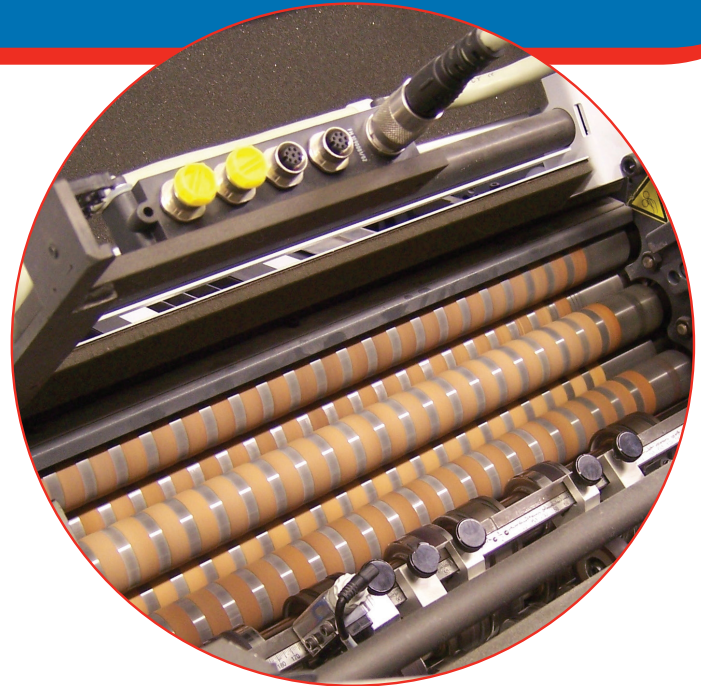
Certificate III in Print Binding, Finishing and Packaging



The Spectra Training Difference

Spectra's Dynamic Training System offers the unique experience of group and individual training delivered in workshops and on the job. This ensures practical application of learning in your workplace that provides real benefits that help retain staff and add value to your business.

- Our trainers are industry experienced professionals.
- Minimal disruption to your operations.
- We develop training strategies that respond to industry-specific needs using our in-house instructional design writers.



A smarter future

ICP31320

CERTIFICATE III IN PRINT BINDING, FINISHING AND PACKAGING

Entry Requirements

- Participants must be employed as an apprentice within the Printing and Graphic Arts Industry.
- Participants also require basic levels of language, literacy numeracy and digital skills, equivalent to Year 10 of compulsory schooling as a minimum.

Duration

This program is typically delivered over a 41 month period, however this will vary according to client needs and will be negotiated during the consultation process.

Pre-Training Review

A pre-training review will be undertaken to ascertain the participant's current levels of language, literacy, numeracy and digital (LLND), eligibility for skills recognition/ recognition of prior learning and if any specific support needs are required.

Pathway / Careers

Successful completion of this program can lead to further career opportunities in the Printing and Graphic Arts Industry and vocational settings.

Further study can be undertaken in the Certificate IV in Printing and Graphic Arts Management (ICP40120).

Delivery and Assessment Methods

- Delivery is a combination of group workshops and coaching sessions.
- Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.

Mentor Induction and Engagement

Workplace mentors from your business are inducted into the program to ensure the knowledge and skills are reinforced to ensure the participant progresses through the course to completion.

Fees and Charges

Information about course fees and charges can be found in the National Fees Booklet available on the Spectra website: www.spectra.edu.au together with Spectra's Refund Policy.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training. For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government. For information on eligibility criteria, please consult the Spectra Training website:

www.spectra.edu.au

For further information on state/territory initiatives or details of an Australian Apprenticeship Centre please visit:

www.australianapprenticeships.gov.au

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Cycle 1: Safety and Communication

ICPSUP2600 Maintain a safe work environment – **CORE UNIT**

ICPSUP2620 Communicate in the workplace – **CORE UNIT**

Topics include: ➤ Workplace health and safety in the printing industry
➤ Effective communication in the workplace

Cycle 2: Housekeeping

ICPSUP2030 Prepare and maintain the work area

ICPSUP3230 Dispose of waste

BSBSUS201 Participate in environmentally sustainable work practices – **CORE UNIT**

Topics include: ➤ Environmental hazards ➤ Safe disposal techniques
➤ Reducing resource usage

Cycle 3: Quality Control

ICPSUP2160 Inspect quality against required standards in a production environment – **CORE UNIT**

ICPSUP2020 Prepare, load and unload product on and off machine

Topics include: ➤ Proper manual handling techniques ➤ Quality standards, tolerances and conformance

Cycle 4: 5S

MSS402040 Apply 5S procedures

Topics include: ➤ Sort, Set, Shine, Standardise and Sustain

Cycle 5: Industry Calculations

ICPSUP2630 Perform basic industry calculations

Topics include: ➤ Measuring tools and standards of measurement
➤ Calculating time usage, volumes, percentages, paper sizes

Cycle 6: Quick Changeovers

ICPSUP3570 Apply quick changeover procedures

Topics include: ➤ Fast and efficient job changeovers

Cycle 7: Basic Maintenance

ICPSUP2820 Undertake basic machine maintenance

Topics include: ➤ Basic operator maintenance – tighten, lubricate, clean etc.

Cycle 8, 9, 10 & 11*: Elective Dependent

2 x Elective Units per Cycle

Elective Unit: Set up machine for (selected) product (ICPCBFXXXX)

Elective Unit: Produce (selected) product (ICPCBFXXXX)

Topics include: ➤ Set up (selected) machine ➤ Produce (selected) product

ELECTIVES

Select a total of eight (8) units from the following single or grouped units:

GROUP A ELECTIVES

	ICPCBF220	Produce basic converted or finished product
	ICPCBF3200	Produce complex converted or finished product
	ICPCBF2210	Set up and produce basic guillotined product
	ICPCBF3210	Set up and produce complex guillotined product
	ICPCBF3060	Set up machine for basic carton folding and gluing
	ICPCBF4260	Produce complex flat-bed die cut or embossed product
PAIR	ICPCBF2250*	Set up machine for basic flat-bed die cutting or embossing
PAIR	ICPCBF2260*	Produce basic flat-bed die cut or embossed product
PAIR	ICPCBF2410*	Set up machine for basic folding
PAIR	ICPCBF2420*	Produce basic folded product
PAIR	ICPCBF2430*	Set up machine for basic collating or inserting (sheet/section)
PAIR	ICPCBF2440*	Produce basic collated or inserted (sheet/section) product
PAIR	ICPCBF2810*	Set up machine for basic laminating
PAIR	ICPCBF2820*	Produce basic laminated product
PAIR	ICPPRN2610*	Set up for foil stamping
PAIR	ICPPRN262*	Produce foil stamped product
PAIR	ICPCBF3270*	Set up machine for complex rotary die cutting or embossing
PAIR	ICPCBF3280*	Produce complex rotary die cut or embossed product
PAIR	ICPCBF3410*	Set up machine for complex sequenced or multiple folding
PAIR	ICPCBF3420*	Produce complex sequenced or multiple folded product
PAIR	ICPCBF3430*	Set up machine for complex collating
PAIR	ICPCBF3440*	Produce complex collated or inserted product
PAIR	ICPCBF3610*	Set up machine for complex adhesive, mechanical or sewn fastening
PAIR	ICPCBF3620*	Produce complex adhesive, mechanical or sewn fastened product
PAIR	ICPCBF3810*	Set up machine for complex laminating
PAIR	ICPCBF3820*	Produce complex laminated product
PAIR	ICPCBF4100*	Set up machine for complex carton folding and gluing
PAIR	ICPCBF3090*	Produce complex folded and glued cartons

GROUP B ELECTIVES

PAIR	ICPPRN3130*	Set up for basic flexographic printing
PAIR	ICPPRN2140*	Produce basic flexographic printed product

* Please note that grouped units must not be separated and must remain as paired unit options

Cycle 12: Problem Solving

MSS402080 Undertake root cause analysis

Topics include: ➤ Root cause analysis – 5 Why's, Fishbones, Paretos etc.
➤ Basic error proofing

Cycle 13: Final Knowledge Assessment

ICPKNW3220 Develop and apply knowledge of the printing and graphic arts industry – **CORE UNIT**

Topics include: ➤ Review of the printing process from pre-press to post-press ➤ Accumulative knowledge assessment

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Spectra Training Australia is a business name of
CLB Training & Development Pty Ltd

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