A smarter future

Our consultants can work with you to identify essential skills needed by your workforce and design a training solution to drive your business forward across business sectors that include:

> Business Services

> Competitive Systems & Practices

> Management

> Manufacturing

> Printing & Graphic Arts

> Retail Services

> Sales & Customer Service

> Transport & Logistics

For more information, visit Spectra Training at **www.spectra.edu.au** or phone our friendly team on **03 9292 8000** or email **info@spectra.edu.au**

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Certificate II in Printing and Graphic Arts (General)

ICP20115 CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (GENERAL)

Course Overview

Designed for printing support employees who are responsible for assisting the production function via various non-technical (non-trade oriented) tasks. It trains and prepares participants to work with a greater level of autonomy.

Printing and Graphic Arts (General)

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 system ensures practical application of learning in your workplace so staff enjoy training and can apply their skills and knowledge.

> Spectra Training engages with workplace mentors to ensure the training provides real benefits and improvements that help retain staff and add value to your business.

> Our trainers are industry experienced professionals who can ensure measurable outcomes.

> Minimal disruption to your operations as we understand day to day work pressures.

> We engage directly with industry and implement training strategies that will respond to industry's specific needs using our in-house instructional design writers.

> We identify where individuals may need extra support and assistance to complete their training.

ICP20115 CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (GENERAL)

Course Overview

This program is designed for printing support employees who are responsible for assisting the production function via various non-technical (non-trade oriented) tasks. It trains and prepares participants to work with a greater level of autonomy and to be capable of making decisions and improvements related to their own work to in turn enhance overall operational performance.

It is a preparatory qualification that can be used as a pathway into a range of specialist Certificate III qualifications within the printing and graphic arts industry.

Delivery and Assessment Methods

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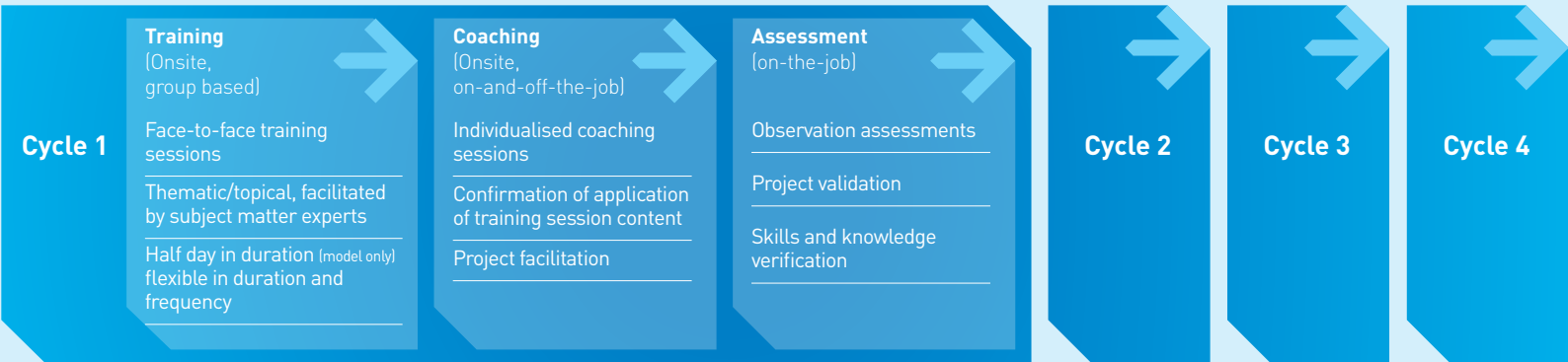
Entry Requirements

Participants must be employed in a production support role within a printing enterprise and may be formally registered as a trainee. Participants also require basic levels of language, literacy and numeracy skills, equivalent to Year 9 of compulsory schooling as a minimum.

Duration

This program is typically delivered over a 12 month period, however this will vary according to client needs and will be negotiated during the consultation process.

Course Structure

Dynamic Training System Cycle

Cycle 1	Training (Onsite, group based)	Coaching (Onsite, on-and-off-the-job)	Assessment (on-the-job)	Cycle 2	Cycle 3	Cycle 4
	Face-to-face training sessions	Individualised coaching sessions	Observation assessments			
	Thematic/topical, facilitated by subject matter experts	Confirmation of application of training session content	Project validation			
	Half day in duration (model only) flexible in duration and frequency	Project facilitation	Skills and knowledge verification			

Proposed Training Program

Pre-Training	Induction	Pre-training review, including: > Skills recognition application (if applicable) > Language, Literacy and Numeracy assessment > Identification of learner support needs > Program overview	Learner Induction
			Mentor Induction

Cycle No.	Title	Topics Covered	Units
Cycle 1	Safety & Communication	> Hazard identification > Risk control > Incident and near miss reporting > Communication > Teamwork	Maintain a safe work environment (ICPSUP260) – **CORE UNIT** Communicate in the workplace (ICPSUP262) – **CORE UNIT**
Cycle 2	Housekeeping	> Setting up for jobs > Maintaining the environment > Waste disposal > Environmental impacts	Prepare and maintain the work area (ICPSUP203) Dispose of waste (ICPSUP323) Participate in environmentally sustainable work practices (BSBSUS201) – **CORE UNIT**
Cycle 3	Quality Control	> Manual handling > Quality standards > Tolerances > Product inspection > Non-conforming product > Packing & handling	Prepare, load and unload product on and off machine (ICPSUP202) Inspect quality against required standards (ICPSUP216) – **CORE UNIT** Pack product (ICPSUP120)
Cycle 4	Calculations	> Measuring tools and standards of measurement > Calculating time usage, volumes, percentages, paper sizes	Perform basic industry calculations (ICPSUP263)
Cycle 5	Maintenance & procedures	> Basic operator maintenance > Cleaning and lubricating > Fault reporting	Undertake basic machine maintenance (ICPSUP282) Apply workplace context to own job (MSMSUP100)
Cycle 6	Teamwork	> Team participation > Daily work planning > Material and product supply	Work in a team (MSMSUP106) Perform tasks to support production (MSMOPS102)
Cycle 7	5S	> Sort, Set, Shine, Standardise and Sustain > Reflective practice > Planning future improvements	Apply 5S procedures (MSS402040A) Sustain process improvements (MSS402002A)

Pre-training Review

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

Mentor Induction and Engagement

Spectra Training believes that it is very important to have effective workplace mentors from your business engaged in this learning. This ensures that the knowledge and skills are reinforced throughout the program and that the participant progresses through and completes the course. Workplace mentors are comprehensively inducted into the program so their roles and responsibilities are well understood.

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 ICP31215 Certificate III in Printing and ICP31315 Certificate III in Print Manufacturing.

Access and Equity

Spectra Training is committed to ensuring people with special needs have equal opportunity and access to its courses. Spectra Training is committed to identifying and supporting the learning needs of each individual and encourages people of all abilities to apply to undertake learning.

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

Spectra's Refund Policy is also published on the website.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training (TOID 21356). For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government.

If accessing this funding students may not be eligible for further State and Commonwealth Government Funded Training.

For information on eligibility criteria, please consult the Spectra Training website.

For further information on State/Territory initiatives or details of an Australian Apprenticeship Centre please visit: www.australianapprenticeships.gov.au