



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
- > Property Services
- > Retail Services
- > Sales & Customer Service
- > Transport & Logistics

For more information, visit Spectra Training at www.spectra-training.com or phone our friendly team on **1300 808 010** or email enquiry@spectra-training.com

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Certificate III in Printing and Graphic Arts (Print Finishing)

ICP30715 CERTIFICATE III IN PRINTING AND GRAPHIC ARTS (PRINT FINISHING)



Course Overview

This program is designed to teach participants how to produce finished printed products utilising a range of machinery, equipment and processes. It develops participants' capabilities in a variety of disciplines to in turn contribute to the improvement of the organisation's operational performance.

MELBOURNE → SYDNEY → BRISBANE → ADELAIDE → PERTH



Printing and Graphic Arts (Print Finishing)

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 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.
- > Hands on support for individuals as some staff need additional training assistance.

ICP30715 CERTIFICATE III IN PRINTING AND GRAPHIC ARTS (PRINT FINISHING)

Course Overview

This course is designed to deliver the formal training component of an Australian Apprenticeship in Print Finishing. During the course, participants will learn to apply solutions to a range of industry related problems, encompassing different equipment, systems and processes, and to analyse and evaluate information from different sources. Participants will develop skills and knowledge of Print Finishing and its position within the Printing and Graphic Arts industry workflow. Participants will also learn how to practically implement this learning in the workplace.

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

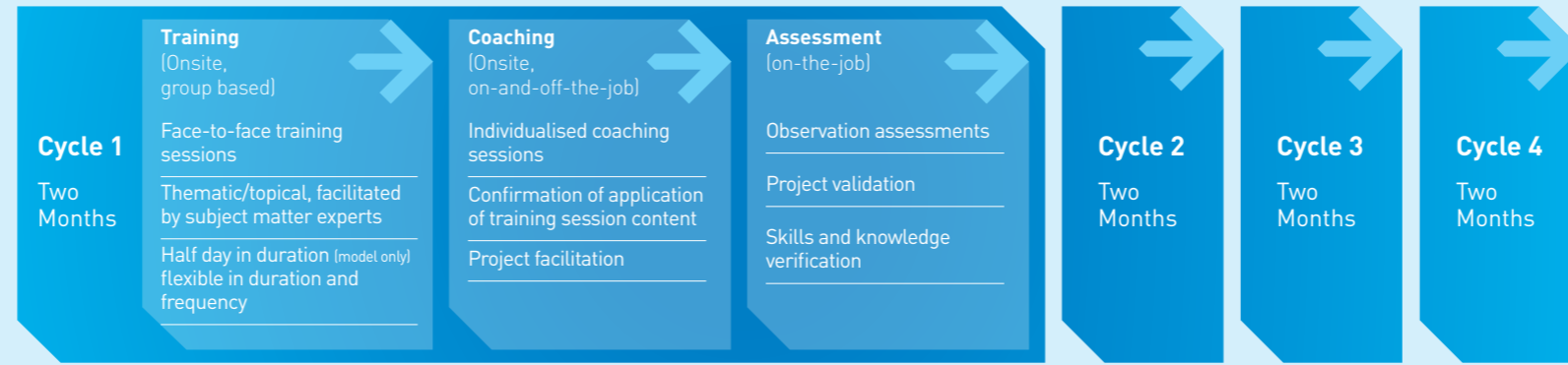
Participants must be employed as an apprentice within the Printing and Graphic Arts Industry. Participants also require basic levels of language, literacy and numeracy skills, equivalent to Year 9 of compulsory schooling as a minimum.

Duration

This program is typically delivered over a 24-36 month period, however this will vary according to client needs and will be negotiated during the consultation process.

Course Structure

Dynamic Training System Cycle



Proposed Training Program

Pre-Training	Induction	Pre-training review, including: > Skills recognition application (if applicable) > Language, Literacy and Numeracy assessment	> Learner needs analysis > Program overview	Learner Induction Mentor Induction	
Cycle No.	Title	Topics Covered	Units		
Cycle 1	Safety and Communication	> Workplace health and safety in the printing industry > Effective communication in the workplace	Maintain a safe work environment (ICPSUP260) Communicate in the workplace (ICPSUP262)		
Cycle 2	Housekeeping	> Environmental hazards > Safe disposal techniques > Reducing resource usage	Prepare and maintain the work area (ICPSUP203) Dispose of waste (ICPSUP323) Participate in environmentally sustainable work practices (BSBSUS201)		
Cycle 3	Quality Control	> Proper manual handling techniques > Quality standards, tolerances and conformance	Inspect quality against required standards (ICPSUP216) Prepare, load and unload product on and off machine (ICPSUP202)		
Cycle 4	5S	> Sort, Set, Shine, Standardise and Sustain	Apply 5S procedures (MSS402040A)		
Cycle 5	Industry calculations	> Measuring tools and standards of measurement > Calculating time usage, volumes, percentages, paper sizes	Perform basic industry calculations (ICPSUP263)		
Cycle 6	Quick changeovers	> Fast and efficient job changeovers	Apply quick changeover procedures (ICPSUP357)		
Cycle 7	Basic Maintenance	> Basic operator maintenance – tighten, lubricate, clean etc.	Undertake basic machine maintenance (ICPSUP282)		
Cycle 8	Machine Operation Fundamentals	> Pre-start checks and start up procedures > Monitoring and shut down procedures	Prepare machine for operation (basic) (ICPSUP207) Operate and monitor machines (basic) (ICPSUP208)		
Cycle 9	2 x elective units per cycle	> Set up (selected) machine	Elective Unit: Set up machine for (selected) product (ICPCBFXXX)		
Cycle 10		> Produce (selected) product		Elective Unit: Produce (selected) product (ICPCBFXXX)	
Cycle 11					
Cycle 12	Problem Solving	> Root cause analysis – 5 Why's, Fishbones, Paretos etc. > Basic error proofing	Undertake root cause analysis (MSS402080A)		
Cycle 13	Final Knowledge Assessment	> Review of the printing process from pre-press to post-press > Accumulative knowledge assessment	Apply knowledge and requirements of the converting, binding and finishing sector (ICPKNW313)		

For Cycles 9, 10 and 11, 6 elective units (3 pairs as shown below) must be chosen from the following options: (Please consult the Training Solutions Manager for further options)

FOLDING	And/or	ICPCBF241	Set up machine for basic single or continuous folding	DIE CUTTING - ROTARY	And/or	ICPCBF326	Undertake pre make-ready for die cutting
		ICPCBF242	Produce basic single or continuous folded product		And/or	ICPCBF327	Set up machine for complex rotary die cutting or embossing
	And/or	ICPCBF341	Set up machine for complex sequenced or multiple folded product		LAMINATING	And/or	ICPCBF281
	ICPCBF342	Produce complex sequenced or multiple folded product	And/or	ICPCBF282		Produce basic laminated product	
GUILLOTINING	And/or	ICPCBF221	Setup and produce basic guillotined product	FOIL STAMPING	And/or	ICPPR261C	Set up for foil stamping
		ICPCBF321	Set up and produce complex guillotined product		And/or	ICPPR262C	Produce foil stamped product
COLLATING/INSERTING	And/or	ICPCBF243	Set up machine for basic collating or inserting (sheet/section)	HAND FINISHING	And/or	ICPCF369C	Set up and produce hand made box
		ICPCBF244	Produce basic collated (sheet/section) product		And/or	ICPCF465C	Set up and produce hand bound book
	And/or	ICPCBF343	Set up for Complex Collating and inserting				
STITCHING	And/or	ICPCBF361	Setup for Complex Adhesive Mechanical, Sewn Fastening	Where 6 elective units have not been achieved from the list above, select the balance of the 6 units from the options below:			
		ICPCBF362	Produce Complex Adhesive Mechanical Sewn Fastened Product	PRODUCTION PLANNING	And/or	ICPSU351C	Undertake basic production scheduling
DIE CUTTING - FLAT	And/or	ICPCBF231	Set up machine for basic flat-bed cutting		And/or	ICPSU352C	Plan operational processes
		ICPCBF232	Produce basic flat-bed cut product				



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 the Certificate IV in Printing & Graphic Arts (ICP40115).

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-training.com.

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