



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-training.com or phone our friendly team on **1300 808 010** or email enquiry@spectra-training.com

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Certificate III in Print Manufacturing

ICP31315 CERTIFICATE III IN PRINT MANUFACTURING



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.

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Print Manufacturing

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.

ICP31315 CERTIFICATE III IN PRINT MANUFACTURING

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

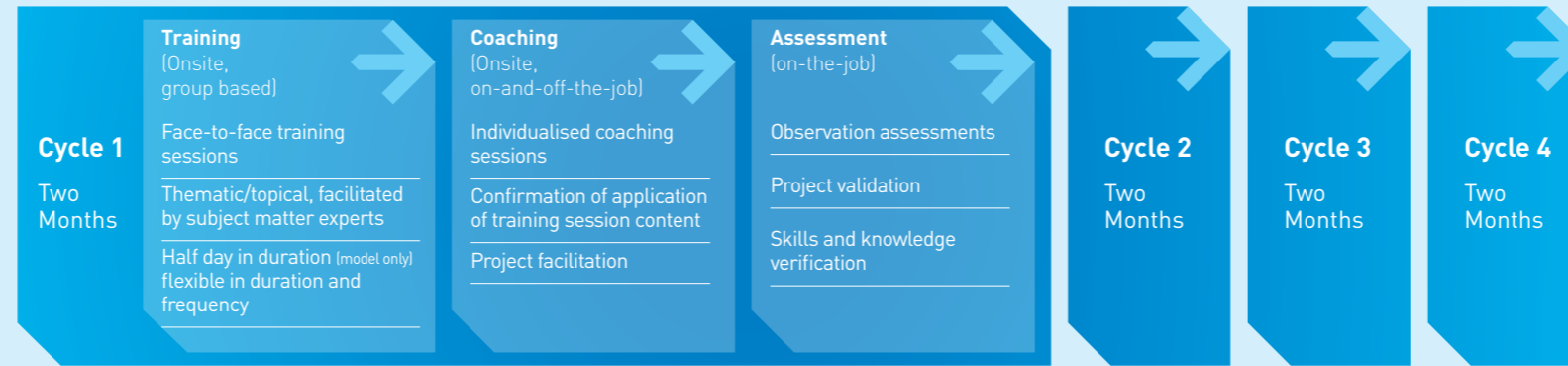
Participants must be employed as an apprentice within the Printing and Graphic Arts Industry. Participants also require basic levels of language, literacy and numeracy skills, equivalent to Year 9 of compulsory schooling as a minimum.

Duration

This program is typically delivered over a 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:	Learner Induction
		<ul style="list-style-type: none"> > Skills recognition application (if applicable) > Language, Literacy and Numeracy assessment 	<ul style="list-style-type: none"> > Learner needs analysis > Program overview
Cycle No.	Title	Topics Covered	Units
Cycle 1	Safety and Communication	<ul style="list-style-type: none"> > Workplace health and safety in the printing industry > Effective communication in the workplace 	<ul style="list-style-type: none"> Maintain a safe work environment (ICPSUP260) Communicate in the workplace (ICPSUP262)
Cycle 2	Housekeeping	<ul style="list-style-type: none"> > Environmental hazards > Safe disposal techniques > Reducing resource usage 	<ul style="list-style-type: none"> Prepare and maintain the work area (ICPSUP203) Dispose of waste (ICPSUP323) Participate in environmentally sustainable work practices (BSBSUS201)
Cycle 3	Quality Control	<ul style="list-style-type: none"> > Proper manual handling techniques > Quality standards, tolerances and conformance 	<ul style="list-style-type: none"> Inspect quality against required standards (ICPSUP216) Prepare, load and unload product on and off machine (ICPSUP202)
Cycle 4	5S	<ul style="list-style-type: none"> > Sort, Set, Shine, Standardise and Sustain 	<ul style="list-style-type: none"> Apply 5S procedures (MSS402040A)
Cycle 5	Industry calculations	<ul style="list-style-type: none"> > Measuring tools and standards of measurement > Calculating time usage, volumes, percentages, paper sizes 	<ul style="list-style-type: none"> Perform basic industry calculations (ICPSUP263)
Cycle 6	Quick changeovers	<ul style="list-style-type: none"> > Fast and efficient job changeovers 	<ul style="list-style-type: none"> Apply quick changeover procedures (ICPSUP357)
Cycle 7	Basic Maintenance	<ul style="list-style-type: none"> > Basic operator maintenance – tighten, lubricate, clean etc. 	<ul style="list-style-type: none"> Undertake basic machine maintenance (ICPSUP282)
Cycle 8, 9, 10 & 11	2 x elective units per cycle	<ul style="list-style-type: none"> > Set up (selected) machine > Produce (selected) product 	<ul style="list-style-type: none"> Elective Unit: Set up machine for (selected) product (ICPCBFXXX) Elective Unit: Produce (selected) product (ICPCBFXXX)
Cycle 12	Problem Solving	<ul style="list-style-type: none"> > Root cause analysis – 5 Why's, Fishbones, Paretos etc. > Basic error proofing 	<ul style="list-style-type: none"> Undertake root cause analysis (MSS402080A)
Cycle 13	Final Knowledge Assessment	<ul style="list-style-type: none"> > Review of the printing process from pre-press to post-press > Accumulative knowledge assessment 	<ul style="list-style-type: none"> Develop knowledge of the printing and graphic arts industry (ICPKNW322)

For Cycles 8, 9, 10 and 11, 5 elective units must be chosen from Group A and 3 elective units from Group B

GROUP A ELECTIVES – Select five (5) of the following units:			
ICPCBF220	Produce basic converted or finished product	ICPCBF281	Set up machine for basic laminating
ICPCBF221	Set up and produce basic guillotine product	ICPCBF282	Produce basic laminated product
ICPCBF225	Set up machine for basic flat-bed die cutting or embossing	ICPCBF306	Set up machine for basic carton folding and gluing
ICPCBF226	Produce basic flat-bed die cut or embossed product	ICPPRN261	Set up for foil stamping
ICPCBF231	Set up machine for basic flat-bed cutting	ICPPRN262	Produce foil stamped product
ICPCBF232	Produce basic flat-bed cut product	ICPPRN313	Set up for basic flexographic printing
ICPCBF241	Set up machine for basic single or continuous folding	ICPSUP351	Undertake basic production scheduling
ICPCBF242	Produce basic single or continuous folded product	ICPSUP352	Plan operational processes
ICPCBF243	Set up machine for basic collating or inserting (sheet/section)	TLIA2041A	Manually sort mail and parcels
ICPCBF244	Produce basic collated (sheet/section) product		
GROUP B ELECTIVES – Select three (3) of the following units:			
ICPCBF309	Produce complex folded and glued cartons	ICPCBF344	Produce complex collated or inserted product
ICPCBF320	Produce complex converted or finished product	ICPCBF361	Set up machine for complex adhesive, mechanical or sewn fastening
ICPCBF321	Set up and produce complex guillotined product	ICPCBF362	Produce complex adhesive, mechanical or sewn fastened product
ICPCBF326	Undertake pre make-ready for die cutting	ICPCBF381	Set up machine for complex laminating
ICPCBF327	Set up machine for complex rotary die cutting or embossing	ICPCBF382	Produce complex laminated product
ICPCBF328	Produce complex rotary die cut or embossed product	ICPCBF395	Set up and operate folder gluer machine
ICPCBF341	Set up machine for complex sequenced or multiple folding	ICPCBF410	Set up machine for complex carton folding and gluing
ICPCBF342	Produce complex sequenced or multiple folded product	ICPCBF426	Produce complex flat-bed die cut or embossed product
ICPCBF343	Set up machine for complex collating or inserting (sheet/section/reel)		



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