



## **ICP20610 Certificate II: Printing and Graphic Arts Converting, Binding and Finishing**

### **Overview:**

This qualification is aimed at developing skills for operatives that need to meet the basic skill levels required for a range of print finishing operations.

This qualification can encompass a broad range of operations across an equally broad range of processes and equipment, including paper and board converting machinery, guillotines, folding, gathering, stitching, perfect binding, laminating etc.

There are a selection of core or mandatory Units that must be completed by all participants covering issues such as safety and communication. These core units can then be complemented by a range of elective units that best represent individual's particular learning needs. This flexibility enables the development of a relevant program where skills can be taught, applied and assessed as part of your everyday work role.

Print Training Australia will work with you and your employer during the enrolment process to ensure an appropriate training program for your needs.

### **Target Audience:**

The program is aimed at new employees in the printing industry, and those who have already developed a range of relevant skills and want formal recognition.

This course would be ideal for general hands, machine offsidiers, and those with either specialist skills in a narrow area of the print production process or basic skills across a wider sector of the converting and finishing processes.

### **Pre-requisites:**

Participants must enter into a contract of training with their employer and have a safe work environment capable of providing the necessary opportunity for skills development/ application and assessment.

### **Delivery Strategy:**

This program is typically carried out over a period of 12 months. Participants are assessed in the initial stages of the enrolment process to establish what skills they already possess. Any relevant skills already held by the participant are formally recognised and a Training Plan developed to address the remaining skills required to achieve the qualification.

Training involves attendance off job for training in the more 'theoretical' aspects of the trade with on-job learning and application of the practical skills.

Assessment is typically carried out on the job over a period of time as part of your everyday work role.

## Enrolments:

There are no set dates for commencement. Trainees can commence training at any time throughout the year. Some theoretical off-job sessions are conducted at scheduled times and details will be made available to you when your Training Plan is developed and the relevant sessions identified to meet your specific needs.

## Fees and subsidies:

For eligible participants in South Australia this course is funded through the Government of South Australia's Skills for All initiative.

In the event that your fees are not covered by Government funding, Print Training Australia can provide you with a costing based on a quick, over the phone, evaluation of your training needs and confirm these fees prior to enrolment.

Employers may be entitled to Commonwealth funding for employees undertaking this program under a contract of training. Contact your local Australian Apprenticeship Centre or Print Training Australia for clarification of your eligibility.

## Course content:

This qualification is made up of 4 core and 11 elective Units that enable a 'mix and match' to best suit the individual and their workplace needs. As such, we can provide a detailed outline of your program when we have produced a Training Plan tailored to you and your workplace.

There are a range of 'core' units that address common skills and these include units such as:

- Inspect quality against required standards
- Maintain a safe work environment
- Communicate in the workplace

These 'core' units are complimented by a wide range of 'elective' units that address the range of specialised finishing operations in industry such as.

- Set up and produce basic guillotined product
- Set up and produce basic laminated product
- Set up machine for basic single or continuous folding
- Produce basic single or continuous folded product
- Pack and dispatch

Staff from Print Training Australia will work with you and your employer to develop the most appropriate Training Plan to suit your needs. They will then produce a comprehensive document with details of all the relevant training units for you.

**Skills for All** *An initiative of the  
Government of  
South Australia*