ICPCBF204 Operate addressing machine

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to operate an addressing machine, monitor production for problems and correctly pack mail at process completion.

It applies to individuals working in a mail house environment under direct supervision, with some accountability for quality of outcomes including checking and cleaning materials and equipment, and clearing the machine of materials and waste.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for job	1.1.Job specifications are read and interpreted from job documentation or process control system
	1.2 Job is signed off by printers and ready for mailing procedures
	1.3 Materials are checked and in correct order for job, and all sheets are in correct position for barcode scanning if required
	1.4 Blades are sharp and correctly fitted, and water for gluing is available
	1.5 All tracks and conveyor belts are clean and clear
	1.6 Work area is safe and ready for production according to safety requirements

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ELEMENT	PERFORMANCE CRITERIA
2. Monitor operation	2.1 Machine is jogged to ensure correct positioning and hopper feed operation
	2.2 All units are monitored to ensure optimum operation
	2.3 Mail is monitored to ensure it moves efficiently through the machine
	2.4 Materials are checked and hoppers reloaded as required
	2.5 Adjustments are made when quality standards are not met
	2.6 Quality is monitored according to job specifications
	2.7 Number of spoils are documented according to enterprise procedures
3. Identify and rectify problems	3.1 Sequence, placement or gluing errors are identified and changes made to guides or on the console as required
	3.2 Tracks, conveyors and gluer are cleaned and cleared if lags and jams occur
	3.3 Faulty performance of equipment is identified and reported according to enterprise procedures
	3.4 Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards
4. Pack mail	4.1 Addressed mail is unloaded and quality checked
	4.2 Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications
	4.3 Sequence numbers and postcodes are in correct pre-sort order ensuring job continuity
	4.4 Job is reconciled and documented and supervisor is notified if job does not reconcile
	4.5 Machine is cleared and stock put away

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

Reading	1.1, 2.6, 4.2	• Recognises text within job specifications and follows written instructions • Checks accuracy of labelled information against written instructions
Writing	1.2, 2.7, 3.3, 4.4	• Records information related to outcomes of job according to organisational requirements
Oral Communication	3.3, 4.4	• Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Numeracy	2.7, 4.3	• Uses simple mathematical calculations and arranges sequential numerical data
Navigate the world of work	1.2, 1.5, 1.6, 2.5, 2.7, 3.2-3.4	• Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	3.3, 4.4	• Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1, 1.3, 1.4, 2.1, 2.4-2.6, 3.1-3.4, 4.1-4.5	• Follows clearly defined instructions, and monitors own progress on tasks, seeking assistance when necessary • Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF204 Operate addressing machine	ICPCF204C Operate addressing machine	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d