



**Australian Government**

# **Assessment Requirements for ICPCBF209**

## **Set up and operate in-line mail machine**

**Release: 1**

## Assessment Requirements for ICPCBF209 Set up and operate in-line mail machine

### Modification History

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

### Performance Evidence

Evidence of the ability to:

- safely set up, operate and monitor an in-line mail machine
- demonstrate all safety devices on the machine
- complete job that includes multiple inserts and rectify any routine production problems that occur with minimum downtime.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain correct setup procedure to meet work health and safety (WHS) and enterprise requirements
- explain how quality checks are achieved
- identify waste disposal procedures relevant to this task, where they are kept and the information included in them.

### Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to:

- in-line cut sheet form feeder
- folder and inserter
- special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>