



Australian Government

ICPCBF209 Set up and operate in-line mail 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 safely set up and operate an intelligent in-line cut sheet form feeder, folder and inserter mail machine and perform production tasks involving off-loading, packing and labelling completed packages for distribution, and identifying any production problems.

It applies to individuals who work under direct supervision performing mainly routine tasks with some accountability for completing requirements in accordance with job specifications and internal procedures.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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 1.3 Mailing procedures are identified from job specifications 1.4 Materials are checked and in correct order for job and all sheets are in correct position for barcode scanning if required 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

ELEMENT	PERFORMANCE CRITERIA
2. Set up job	2.1 Mail type is identified from job specifications 2.2 Number and type of inserts are identified 2.3 Job specifications are entered into console 2.4 Settings are checked against job specifications before production starts
3. Monitor operation	3.1 Machine is jogged to ensure correct positioning and hopper feed operation 3.2 All sections of the machine are monitored to ensure optimum operation 3.3 Envelopes are manipulated and fanned to ensure they move efficiently through the machine 3.4 Folds, inserts and envelopes are continuously monitored for defects, and defects are put aside for remake 3.5 Materials are checked and hoppers reloaded as required 3.6 Adjustments are made when quality standards are not met 3.7 Sequence is monitored according to job specifications 3.8 Number of spoils is documented according to enterprise procedures
4. Identify and rectify problems	4.1 Sequence or inserter errors are identified and barcodes checked, and changes entered into console, if required 4.2 Tracks, conveyors and sensors are cleaned and cleared if lags and jams occur 4.3 Any machine consumables needing replacement are replaced or adjusted with a minimum of downtime 4.4 Faulty performance of equipment is identified and reported according to enterprise procedures 4.5 Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards
5. Pack envelopes	5.1 Completed envelopes are unloaded and checked for quality 5.2 Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications 5.3 Sequence numbers and postcodes are in correct pre-sort order ensuring job continuity 5.4 Job is reconciled and documented and supervisor is notified if job does not reconcile

ELEMENT	PERFORMANCE CRITERIA
	5.5 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, 1.3, 2.1-2.4, 3.7, 3.8, 4.4, 5.2	<ul style="list-style-type: none"> Establishes job requirements from information contained in relevant systems and documents Checks accuracy of information against written instructions
Writing	1.2, 3.8, 4.4, 5.4	<ul style="list-style-type: none"> Records information related to outcomes of job according to organisational requirements
Oral Communication	4.4, 5.4	<ul style="list-style-type: none"> Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Numeracy	3.8, 5.3	<ul style="list-style-type: none"> Uses simple mathematical calculations and arranges sequential numerical information
Navigate the world of work	1.3, 1.5, 1.6, 3.6, 3.8, 4.4, 4.5, 5.1	<ul style="list-style-type: none"> Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	4.4, 5.4	<ul style="list-style-type: none"> Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1-1.4, 2.2, 2.4, 3.1-3.6, 3.7, 4.1-4.5, 5.1, 5.3, 5.5	<ul style="list-style-type: none"> Follows clearly defined instructions and monitors own progress on tasks Identifies and responds to familiar problems related directly to own role by initiating standard procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF209 Set up and operate in-line	ICPCF209C Set up and operate in-line	Updated to meet Standards for Training	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
mail machine	mail machine	Packages	

Links

Companion Volume implementation guides are found in VETNet -

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