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Assessment Requirements for ICPCBF244 Produce basic collated or inserted (sheet/section) product

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.

Performance Evidence

Evidence of the ability to:

- use a collating machine for basic collating (gathering and/or inserting) for TWO different jobs (if possible, one sheet and one section), involving a minimum of FOUR products, that meet job specifications, production timeframes and quality standards.

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:

- identify work health and safety factors:
  - when operating the machine
  - prior to adjusting the machine
- determine factors that govern the speed the machine operates at
- list circumstances that show the machine needs to be adjusted, and explain how to prevent double sheet feeds
- list checks required to shut down the machine correctly
- identify areas of the machine that need regular cleaning and must be kept clear of surface rust (condensation)
- ensure materials are cleaned from the machine
- determine items to check against client sample to ensure an acceptable collating result
- identify machine manuals, safety and other documentation 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 special purpose tools, equipment, machinery 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