



Australian Government

**Assessment Requirements for ICPCBF245
Set up and produce hand-collated or
inserted 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:

- correctly set up and produce hand-collated and inserted product according to job specifications and within production timeframe
- find and use information relevant to the task from a variety of information sources
- set up and collate TWO different jobs (at least FIVE products, and if possible, one sheet job and one section job) by hand according to manufacturer's and job specifications, enterprise procedures and listed performance criteria.

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 important information found on the production control job ticket
- list steps to ensure important features of the production control system are followed
- determine production records to be kept or written up and the information that should be included
- identify ergonomic and work health and safety (WHS) factors for setting up the job to facilitate ease of operation
- explain facilities available to assist picking up product by hand
- identify precautions for handling NCR paper
- identify methods to separate finished sets of product
- identify methods of assistance to open sections to be inserted
- explain how printed images assure correct sequence of sections
- list steps to ensure important features of the production control system are followed
- determine areas of the finished product to be inspected
- list steps to take if the test sample is incorrect

- explain the procedure for processing remaining sheets (overs) at the completion of the job
- identify 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 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>