Australian Government

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.

Application

This unit describes the skills and knowledge required to hand-collate or insert product.

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 production control system 1.2 Set-up is carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked 1.4 Collating/inserting system is set up according to job specifications
2. Conduct sample run	2.1 Material to be used for sample is organised correctly 2.2 Collating or inserting system is operated to produce a specified sample according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures
3. Organise sample	3.1.Sample is visually inspected and/or tested, or laboratory testing

ELEMENT	PERFORMANCE CRITERIA
inspection and/or testing	is organised, according to enterprise procedures
	3.2 Results are interpreted to determine adjustment requirements
	3.3 Adjustments are carried out according to product specifications
4. Maintain production process	4.1 Hand-collating process is monitored and adjusted to ensure product quality meets the approved sample standard
	4.2 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule
	4.3 Production is maintained according to WHS requirements, manufacturer's specifications and enterprise procedures
	4.4 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention
	4.5 Process adjustments to eliminate problems are reported according to enterprise procedures
5. Clean work area at end of run	5.1 Collating area is cleaned ready for next run
	5.2 Waste is sorted according to enterprise procedures
	5.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
	5.4 Production records or other documentation are accurately completed, where required by enterprise procedures

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, 1.4, 2.2	• Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	4.5, 5.4	• Records information relating to production and machinery problems and completes production reports and other relevant documentation
Oral	4.2, 4.5	• Speaks clearly using appropriate vocabulary, tone and

Communication		pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Navigate the world of work	2.2, 3.1, 4.1-4.3, 4.5, 5.1-5.4	• Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures • Understands roles and responsibilities for task and makes basic decisions on work completion parameters
Interact with others	4.2, 4.5	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability • Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1-1.4, 2.1, 2.2, 3.1-3.3, 4.1-4.4, 5.1-5.4	• Takes responsibility for planning and organising own workload, identifying ways of sequencing; and identifies and assembles required resources • Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans • Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF245 Set up and produce hand-collated or inserted product	ICPCF245C Set up and produce hand-collated or inserted product	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-a253-47e3-8be0-5d426 e24131d