



**Australian Government**

**Assessment Requirements for ICPCBF343  
Set up machine for complex collating or  
inserting (sheet/section/reel)**

**Release: 1**

## Assessment Requirements for ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel)

### 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 machines for complex collating for a minimum of FOUR products, including in-line processes on FOUR occasions, (if possible) including:
  - two sheet jobs, each using different sizes and weights of substrate
  - two section jobs, with and without lip/lap, according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- demonstrate all safety devices on the machine.

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:

All Systems

- identify work health and safety (WHS) factors for:
  - setting up and/or operating machine transport systems
  - when the machine is operating
  - adjusting machine units and before readjusting the machine
- determine important information concerning collating found in the job documentation or production control system and how to interpret this information to ensure smooth workflow throughout the factory
- explain elements to consider when planning a collated sample
- identify areas of the machine to adjust to allow for 42gsm stock
- list ways the machine can be adapted to facilitate smaller/larger stock
- identify factors that govern speed the machine operates at
- determine indicators that show the machine needs lubrication

- list steps to ensure correct alignment of in-line processes/units
- determine adjustments to keep units correctly positioned
- determine requirements for an acceptable collating result
- explain the cause of sheets creasing in the machine delivery
- determine adjustments to the machine to alleviate bruising of no carbon required (NCR) paper
- identify items to check against the client sample
- identify when the machine needs to be adjusted
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in these documents

#### For Reel Systems Only

- identify areas of the reel stand to monitor to ensure trouble-free operation
- identify area of the web control system to adjust to maintain correct web tension
- identify area of the web control system to adjust to maintain correct positioning of the web

#### For Sheet Systems Only

- list important factors to consider when setting up the feeder and double/misfeed sheet calliper system
- identify requirements to ensure smooth transportation of sheets or sections to and through the machine
- name different types of sheet/section delivery systems
- determine largest/smallest size sheet that can be processed on this machine
- determine the largest/smallest sheet/section size to be run on the machine.

## 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 facilities, 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>