



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU202C Prepare, load and unload product on and off machine

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to load and unload product on and off machines. It should be assessed separately only when this is a substantial part of the worker's job. Otherwise it is integrated into most printing and converting, binding and finishing set up units.
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Application of the Unit

Application of the unit	This unit requires the individual to correctly prepare, load and unload product on and off machines according to OHS requirements and manufacturer/supplier's specifications with minimum downtime.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare product	1.1. Job sheets or equivalent are interpreted correctly 1.2. Product is located and prepared to meet job specifications 1.3. Product is positioned correctly to the machine to meet job specifications 1.4. Faulty product is visually identified and removed according to OHS requirements and enterprise procedures
2. Load product onto machine	2.1. Product is loaded according to OHS requirements and manufacturer's and enterprise procedures and specifications 2.2. Area around machine is cleaned during and on completion of loading
3. Unload product off machine	3.1. Product is unloaded according to OHS requirements and manufacturer's and enterprise procedures and specifications 3.2. Product is prepared (hand-stripped, stacked, wrapped, labelled) for next process according to manufacturer's and enterprise procedures and specifications 3.3. Product is stored according to manufacturer's and enterprise procedures and specifications

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by working with the printer to ensure that reels are suitably prepared and brought to the production process
- collecting, analysing and organising information by preparing product
- planning and organising activities by loading product onto machines
- teamwork when working with printer to ensure that correct substrates are loaded when needed to ensure efficient production
- mathematical ideas and techniques by calculating weights of substrates to ensure correct and safe handling; and calculating substrate use to ensure timely delivery and loading
- problem-solving skills by preparing product for the next stage in the process
- use of technology by using manual and automatic stackers

Required knowledge

- information that can be obtained from the package label
- substrate grain direction
- watermarks identified in substrates
- characteristics of coated and uncoated stocks
- manual handling of the substrate
- OHS concerns related to the manual handling of substrates
- elements of a correctly knocked up stack
- benefits of fanning sheets prior to stacking or loading
- procedures in turning substrates
- preparing and loading selected substrate
- techniques used to ensure that the stack is knocked up correctly
- methods used to ensure correct positioning of watermarked substrates
- unloading sheets off the machine
- OHS concerns related to the unloading of sheets off the machine
- faults created by substrate being unloaded incorrectly
- faulty substrates
- conditions that cause a stack to become uneven
- techniques that can be employed to combat distorted stacks
- machine manuals, safety and other documentation are relevant to this task and where are they kept and what information is included in these documents?

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> the individual will correctly prepare, load and unload product on and off machines according to OHS requirements, manufacturer's/supplier's specifications with minimum downtime prepare, load and unload product on and off any ONE appropriate machine incorporating specific enterprise requirements; manual techniques; fanning, turning, jogging (where appropriate) and stacking; to job and workplace specifications according to the listed Performance Criteria evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment printing or converting machine.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> this unit may be assessed at the same time as many printing or converting, binding and finishing set up units or screen printing produce print units.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Range of equipment may include:	<ul style="list-style-type: none"> range of printing, converting, binding and finishing, corrugating and laminating machines.
Substrate types may include:	<ul style="list-style-type: none"> range of substrates within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, metal, fabrics or textiles.
Substrate delivery may include:	<ul style="list-style-type: none"> large and small sheet/section delivery systems.
Substrate preparation may include:	<ul style="list-style-type: none"> manual and machine-based fanning, turning and jogging.
Feeding units may include:	<ul style="list-style-type: none"> manual and automatic single sheet and stream-fed pre-feeders and feeders.
Stacking units may include:	<ul style="list-style-type: none"> manual and automatic stackers.
Quality standards may include:	<ul style="list-style-type: none"> should meet client requirements and enterprise and industry standards.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		