



**Australian Government**

# **ICPCBF2430 Set up machine for basic collating or inserting (sheet/section)**

**Release: 1**

## ICPCBF2430 Set up machine for basic collating or inserting (sheet/section)

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

### Application

This unit describes the skills and knowledge required to set up a machine for basic collating, gathering or inserting of sheets or sections, and is appropriate for binding and finishing operations, mail houses and newspapers.

It applies to individuals who work under direct supervision, and who are responsible for operating and monitoring equipment and machinery.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for job	1.1 Identify job specifications 1.2 Carry out set-up of required machinery according to manufacturer specifications 1.3 Confirm availability of all job-related components is checked
2. Set up machinery	2.1 Set up and adjust feeder and delivery systems according to job specifications 2.2 Set up sheet calliper system and detectors 2.3 Set up and adjust pick-up, transfer and transportation systems

ELEMENT	PERFORMANCE CRITERIA
	2.4 Set up and adjust required collating and inserting systems
3. Conduct sample run	3.1 Set up and operate machine to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures 3.2 Inspect and test sample as required according to enterprise procedures 3.3 Interpret results and determine adjustment requirements 3.4 Carry out adjustment changes according to product and machine specifications

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Identifies and evaluates text to establish job requirements from information contained within relevant systems</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Complies with regulatory requirements and follows organisational procedures relevant to own role</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined tasks</li> <li>Implements actions as per instructions, making slight adjustments if necessary</li> <li>Plans, identifies and assembles resources required to complete tasks</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to ICPCBF243 Set up machine for basic collating or inserting (sheet/section).

## **Links**

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>