



Australian Government

Assessment Requirements for ICPCBF243

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

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 machines for basic collating or inserting according to job specifications, and within the production timeframe for TWO different jobs (if possible one sheet and one section) involving a minimum of FOUR products, according to listed performance criteria
- operate 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:

- set up a double/misfeed sheet calliper system that ensures smooth transportation and delivery of sheets or sections through the machine
- identify largest and smallest sheet or section size that can be run through this machine
- identify areas of the machine that can be adjusted to allow for 42gsm stock
- confirm the speed the machine can operate at
- identify indicators the machine needs lubrication
- determine an acceptable collating result
- determine adjustments to the machine to alleviate 'bruising' of NCR paper
- identify circumstances in which the machine needs adjustment, and the cause of sheets creasing in the machine delivery
- consider important information concerning collating included in the job documentation or production control system
- work health and safety factors for:
 - operating and adjusting a double/misfeed sheet calliper system
 - setting up sheet/section transportation and delivery systems

- identify factors to consider when setting up the feeder
- name different types of sheet/section delivery systems
- identify machine 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:

- work request documents
- double/misfeed sheet calliper system
- 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>