



**Australian Government**

# **ICPCBF3430 Set up machine for complex collating**

**Release: 1**

# ICPCBF3430 Set up machine for complex collating

## 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 complex collating, gathering or inserting of sheets or sections.

It applies to individuals working in binding and finishing operations, mail houses and newspapers.

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<br>1.2 Set up required printing machinery according to manufacturer specifications<br>1.3 Confirm availability of all job components<br>1.4 Set up and adjust delivery systems<br>1.5 Add substrate to and remove substrate from process according to job specifications |
| 2. Set up machine and in-line units              | 2.1 Set up and adjust collating systems<br>2.2 Set up and adjust minor in-line units for basic processes and according to machine requirements                                                                                                                                                           |

| ELEMENT               | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                     |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | 2.3 Provide assistance in set-up of major in-line units                                                                                                                                                                                                                                                  |
| 3. Conduct sample run | 3.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified proof<br>3.2 Inspect and test proof as required according to enterprise procedures<br>3.3 Interpret results and make adjustments according to product and machine specifications as required |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill                   | Description                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Self-management         | <ul style="list-style-type: none"> <li>Complies with enterprise procedures relevant to own role</li> <li>Implements actions according to instructions, making slight adjustments if necessary</li> </ul>              |
| Teamwork                | <ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> </ul>             |
| Planning and organising | <ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined, familiar tasks</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>                                              |

## Range of Conditions

*This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. It is restricted to essential operating conditions and any other variables essential to the work environment.*

|                                       |                                                           |
|---------------------------------------|-----------------------------------------------------------|
| Delivery systems must include either: | <ul style="list-style-type: none"> <li>reel</li> </ul> or |
|---------------------------------------|-----------------------------------------------------------|

|                                               |                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <ul style="list-style-type: none"><li>• sheet.</li></ul>                                                                                                                                                                                                                                                              |
| Setting up and adjusting must include either: | <ul style="list-style-type: none"><li>• unwind and rewind reels</li><li>• web control systems</li><li>• splicing/joining reels</li></ul> or <ul style="list-style-type: none"><li>• feeder and delivery systems</li><li>• sheet/section/reel pick-up and transportation systems</li><li>• transfer systems.</li></ul> |

## Unit Mapping Information

Supersedes and is equivalent to ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel).

## Links

Companion Volume Implementation Guide is found on VETNet -

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