



Australian Government

**Assessment Requirements for ICPCBF3440
Produce complex collated or inserted
product**

Release: 1

Assessment Requirements for ICPCBF3440 Produce complex collated or inserted product

Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- operate machines for complex collating for a minimum of four products, including in-line processes, including:
 - two sheet jobs, each using different sizes and weights of substrate
 - two section jobs, with and without lip/lap.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take preventive action to prevent occurrence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- WHS risks and requirements for:
 - setting up and operating the machine
 - adjust the machine
 - cleaning the machine
 - machine shutdown
- factors affecting the speed the machine operates at
- indicators that the machine needs lubrication
- circumstances when the machine requires adjustment
- areas to check when sections fail to open on the chain
- checks to conduct during machine shutdown

- areas of the machine that need regular cleaning and required cleaning agents
- steps taken to keep the machine clear of surface rust (condensation)
- production records to be kept, and the information to include
- steps taken to ensure important features of the production control system are followed
- quality requirements for a collating result
- the cause of sheets creasing in the machine delivery and correction methods
- causes of sheets misfeeding during production and methods to prevent double sheet feeds
- adjustments required to prevent bruising of no carbon required sheets
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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:

- special purpose tools, equipment and materials
- collating or inserting machinery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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