



Australian Government

ICPCBF3440 Produce complex collated or inserted product

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 4.0.

Application

This unit describes the skills and knowledge required to produce a complex collated or inserted sheet, section or reel product, to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product.

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. Maintain delivery systems	1.1 Monitor and adjust delivery systems according to work health and safety (WHS) requirements 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain production process	2.1 Review and adjust collating or inserting process according to sample quality requirements 2.2 Monitor and adjust in-line processes 2.3 Use machine controls as required 2.4 Review and verify performance using the process control system

ELEMENT	PERFORMANCE CRITERIA
	2.5 Report process adjustments to eliminate problems according to enterprise procedures
3. Identify and rectify problems and faults	3.1 Identify and report problems in machine operation according to enterprise procedures 3.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 3.3 Verify repairs and adjustments as required prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.3 Clean and disengage all required parts of machinery used in printing process according to manufacturer specifications and enterprise procedures 4.4 Complete required production records and enterprise documentation

Foundation Skills

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

Skill	Description
Writing	<ul style="list-style-type: none"> Enters routine data associated with production processes and enterprise procedures
Self-management	<ul style="list-style-type: none"> Identifies and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	<ul style="list-style-type: none"> Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	<ul style="list-style-type: none"> Determines priorities and sequences steps involved in clearly defined, familiar tasks

Problem solving	<ul style="list-style-type: none"> Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
Technology	<ul style="list-style-type: none"> Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

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.

Delivery systems must include either:	<ul style="list-style-type: none"> reel transportation or <ul style="list-style-type: none"> sheet transportation.
Monitoring and adjusting must include either:	<ul style="list-style-type: none"> cleaning collating or inserting (sheet/section/reel) machine web control system or <ul style="list-style-type: none"> feeder sheet pick-up and transportation system transfer system.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF344 Produce complex collated or inserted product.

Links

Companion Volume Implementation Guide is found on VETNet -

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