



Australian Government

**Assessment Requirements for ICPCBF344
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 1.0.

Performance Evidence

Evidence of the ability to:

- operate machines for complex collating for a minimum of FOUR products, including in-line processes on FOUR occasions, (if possible) including:
 - two sheet jobs, each using different sizes and weights of substrate
 - two section jobs, with and without lip/lap, to produce a complex collated products according to manufacturer's and job specifications, enterprise procedures and listed performance criteria.

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:

- identify work health and safety (WHS) factors for:
 - when the machine is operating
 - before readjusting the machine
 - when cleaning materials from the machine
- explain factors that govern speed the machine operates at
- determine indicators that show the machine needs lubrication
- identify when the machine needs adjustment
- list areas to check when sections are failing to open on the chain
- list checks to do when correctly shutting down the machine
- determine areas of the machine that need regular cleaning and list recommended cleaning agents
- explain how to keep the machine clear of surface rust (condensation)
- determine production records to be kept or written up, and the information to include
- list steps to ensure important features of the production control system are followed

- determine requirements for an acceptable collating result
- explain the cause of sheets creasing in the machine delivery
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Sheet Systems Only

- explain causes of sheets misfeeding during production and how to correct creasing of sheets and prevent double sheet feeds
- determine adjustment to make to prevent bruising of no carbon required sheets.

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 relevant facilities, equipment and materials used to produce a collated or inserted product.

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>