



Australian Government

Assessment Requirements for ICPCBF393 Set up machine for envelope manufacture

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:

- set up window cutting and patching units and produce a clean window cut with correct gum position, even level patch size and position, according to job specifications, enterprise procedures and performance criteria, and within the production timeframe
- demonstrate 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:

- describe correct procedures for set-up according to health and safety and workplace requirements
- explain factors that determine selection of materials and adhesives
- explain enterprise procedures for quality standards, reporting faults and emergencies
- identify principles of envelope manufacture and setting window cutting and patching units
- list common faults associated with window cutting and patching.

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 and envelope manufacturing equipment with window cutting and patching units.

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>