



**Australian Government**

# **ICPCBF393 Set up machine for envelope manufacture**

**Release: 1**

# ICPCBF393 Set up machine for envelope manufacture

## Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

## Application

This unit describes the skills and knowledge required to set up a machine to cut and add patches during the manufacture of envelopes.

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. Calibrate and adjust settings	1.1 All details required for the job are checked and confirmed against job specifications 1.2 Correct materials are checked and available for the job 1.3 Adhesives are selected that are appropriate for the substrate, application process and machine 1.4 Work area is made safe and prepared for production according to safety requirements 1.5 Window cutting and patch unit settings are set according to job specifications 1.6 Measurement settings are checked thoroughly against job specifications before production is commenced 1.7 Window position and size are set to meet requirements to ensure the machine runs efficiently and safely 1.8 Wastage is monitored, kept to a minimum and correctly

ELEMENT	PERFORMANCE CRITERIA
	disposed of according to enterprise quality standards 1.9 Process is monitored to maintain quality and identify opportunities for improvement
2. Confirm quality	2.1 A sample is produced and checked for conformance with quality standards, and adjustments made if required 2.2 Efficiency, quality and output rate of production run are monitored for problems, and any deficiencies resolved 2.3 Any machine faults are reported to appropriate responsible person 2.4 Locations of all emergency shutdown buttons and triggers are known

## Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 1.6	<ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> </ul>
Writing	2.3	<ul style="list-style-type: none"> <li>Records information related to outcomes of job according to organisational requirements</li> </ul>
Oral Communication	2.3	<ul style="list-style-type: none"> <li>Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies</li> </ul>
Navigate the world of work	1.4, 1.7, 1.8, 2.1, 2.4	<ul style="list-style-type: none"> <li>Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with respect to workplace safety and emergency procedures</li> </ul>
Interact with others	2.3	<ul style="list-style-type: none"> <li>Follows accepted practices and protocols for reporting issues to supervisors</li> </ul>
Get the work done	1.1, 1.2, 1.4, 1.5, 1.8, 1.9, 2.1, 2.2	<ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined, routine tasks</li> <li>Implements actions as per instructions, monitoring results and making adjustments if necessary</li> <li>Plans, identifies and assembles resources required to</li> </ul>

		complete tasks
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF393 Set up machine for envelope manufacture	ICPCF393C Set up machine for envelope manufacture	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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