



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF204C Operate addressing machine

Revision Number: 1

ICPCF204C Operate addressing machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to operate an addressing machine.
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Application of the Unit

Application of the unit	This unit requires the individual to interpret the job specifications and operate the addressing machine. The individual will monitor production for problems and to ensure quality. The operator will correctly pack mail at the end of the process and clear the machine of materials and wastage.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or process control system 1.2. Job is signed off by printers and ready for <i>mailing procedures</i> 1.3. The <i>materials</i> are checked and in correct order for the job and all sheets are in the correct position for bar code scanning if required 1.4. Blades are sharp and correctly fitted and water for gluing is available 1.5. All tracks and conveyor belts are clean and clear 1.6. Work area is safe and ready for production according to safety requirements
2. Monitor operation	2.1. <i>Machine</i> is jogged to ensure correct positioning and hopper feed operation 2.2. All units are monitored to ensure optimum operation 2.3. Mail is monitored to ensure it moves efficiently through the machine 2.4. Materials are checked and hoppers reloaded as required 2.5. Adjustments are made when the quality standards are not met 2.6. Quality is monitored according to job specifications 2.7. The number of spoils are documented according to enterprise procedures
3. Identify and rectify problems	3.1. Sequence, placement or gluing errors are identified and changes made to guides or on the console as required 3.2. Tracks, conveyors and gluer are cleaned and cleared if lags and jams occur 3.3. Faulty performance of equipment is identified and reported according to enterprise procedures 3.4. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards
4. Pack mail	4.1. Addressed mail is unloaded and checked for quality 4.2. Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications 4.3. Sequence numbers and postcodes are in correct

ELEMENT	PERFORMANCE CRITERIA
	pre-sort order ensuring job continuity 4.4. The job is reconciled and documented and supervisor is notified if job does not reconcile 4.5. The machine is cleared and stock put away

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery and lifting materials
- literacy skills to read job specifications
- basic numeracy skills to reconcile mail
- basic materials handling and use of technology skills
- literacy skills to read job specifications and document an information matching trail
- effective communication with colleagues and supervisors
- teamwork with colleagues and supervisors to maintain the production process
- identifying problems and faults and developing solutions
- planning and organising to ensure that materials are in the correct order and are collated correctly

Required knowledge

- waste disposal procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • ensure addresses are affixed securely and in the correct position and any production problems are fixed with minimum downtime • demonstrate all safety devices on the machine • the individual must complete TWO entire jobs within enterprise accepted timeframes • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • assessment may take place on the job, off the job or a combination of these • off the job assessment must be undertaken in a closely simulated workplace environment • access to a Cheshire labelling machine.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • ICPSU243C Reconcile process outputs.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Mailing procedures</i> may include:	<ul style="list-style-type: none"> • job could be mailed or returned to client.
<i>Materials</i> may include:	<ul style="list-style-type: none"> • Cheshire labels • gummed labels that can be used on a Cheshire machine • water or glue.
<i>Machine</i> may include:	<ul style="list-style-type: none"> • Cheshire machine.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Converting, Binding and Finishing
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Co-requisite units

Co-requisite units	