



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF3103C Run and monitor envelope manufacturing machines

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to run and monitor envelope manufacturing machines.
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Application of the Unit

Application of the unit	This unit requires the individual to monitor and run envelope manufacturing machines involving known routines and procedures with some accountability for the quality of outcomes.
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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. Monitor production process	1.1. All details required for the job are checked and confirmed against <i>job specifications</i> 1.2. The <i>correct materials</i> and tools are checked and available for the job 1.3. The supply of materials throughout the run is maintained Work area is safe and ready for production according to safety requirements 1.4. Machine is run at optimum speed for maintaining quality outputs 1.5. Samples from the machine are selected and checked to ensure they conform with the required quality standards 1.6. Machines are adjusted to maintain quality of outputs
2. Maintain quality	2.1. Correct procedures for the removal of waste are followed according to enterprise procedures 2.2. Samples are continuously monitored for defects and defects are removed 2.3. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved 2.4. The locations of all emergency shutdown buttons and triggers are known
3. Identify problems	3.1. Faults which affect the quality of the envelopes are identified and rectified 3.2. Problems that reduce the rate of output are identified and fixed 3.3. Faults that affect the efficient operation of equipment are identified and resolved

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 such as safely switching off machinery before cleaning is started
- communication skills when checking and confirming all details required for the job against job specifications
- planning and organising by correctly disposing of waste during the production process
- teamwork when maintaining the production process by working in association with others
- using technology by running and monitoring envelope making machines
- problem solving by selecting and checking a sample from the machine to ensure it conforms to the required quality standards

Required knowledge

- common faults associated with envelope manufacturing machines, what causes them and how to correct them
- enterprise documentation procedures
- enterprise quality standards
- enterprise faults procedures
- fault finding and correction documentation

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"> maintain the throughput of envelope manufacturing machines consistently over a period of time demonstrate all safety devices on the machine for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance 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 both of these off the job assessment must be undertaken in a closely simulated workplace environment access to machinery used to produce envelopes.
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</p>

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>Job specifications</i> may include:	<ul style="list-style-type: none"> job sheets, batch processing orders, job specs.
<i>Correct materials</i> may include:	<ul style="list-style-type: none"> glues, papers, coated and uncoated, pre-printed.
<i>Settings</i> may include:	<ul style="list-style-type: none"> paper tension, paper thickness, coated and non-coated materials, glue drying times, wastage allowance, substrate.

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		