



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPCF393C Set up machine for envelope manufacture**

**Revision Number: 1**

## ICPCF393C Set up machine for envelope manufacture

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to set up a machine to cut and add patches during the manufacture of envelopes.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to set up a machine to cut and add patches during the manufacture of envelopes.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Calibrate and adjust settings	<p>1.1. All details required for the job are checked and confirmed against <i>job specifications</i></p> <p>1.2. The <i>correct materials</i> are checked and available for the job</p> <p>1.3. Adhesives are selected that are appropriate for the substrate, the application process and the machine</p> <p>1.4. Work area is made safe and prepared for production according to safety requirements</p> <p>1.5. Window cutting and patch unit <i>settings</i> are set according to job specifications</p> <p>1.6. Measurement settings are checked thoroughly against job specifications before production is commenced</p> <p>1.7. Window position and size are set to meet requirements to ensure the machine runs efficiently and safely</p> <p>1.8. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards</p> <p>1.9. The process is monitored to maintain quality and identify opportunities for improvement</p>
2. Confirm quality	<p>2.1. A sample is produced and checked for conformance with quality standards, and adjustments made if required</p> <p>2.2. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved</p> <p>2.3. Any machine faults are reported to appropriate responsible person</p> <p>2.4. The locations of all emergency shutdown buttons and triggers are known</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- OHS when making the work area safe and preparing for production according to safety requirements
- communication skills when reporting any machine faults to the appropriate person
- planning and organising when checking the measurement settings against the job specifications before production is commenced
- teamwork when maintaining the production process in association with other staff
- using technology when operating an envelope manufacturing machine
- problem solving when adjusting machine settings in order to maintain quality standards

#### Required knowledge

- enterprise documentation procedures
- enterprise quality standards
- enterprise faults procedures
- principles of envelope manufacture and setting window cutting and patching units
- common faults associated with window cutting and patching

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• set up the window cutting and patching units and produce a clean window cut with correct gum position, even level of patch size and position according to job specifications and within the production timeframe</li> <li>• demonstrate all safety devices on the machine</li> <li>• for valid and reliable assessment of this unit, evidence should be gathered over a period of time to indicate consistent performance in setting up the manufacturing process</li> <li>• evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• envelope manufacturing equipment with window cutting and patching units.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	<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.

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

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Converting, Binding and Finishing
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## Co-requisite units

Co-requisite units		