Australian Government

Department of Education, Employment and Workplace Relations

ICPCF406C Set up and load in-line smart card machine

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

ICPCF406C Set up and load in-line smart card machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up and load an in-line smart card machine

Application of the Unit

Application of the unit	This unit requires the individual to set up a smart card machine to produce cards. The individual will set and adjust the machine and load it in preparation for production.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set and adjust sections of the machine	1.1. All details required for the job are checked and confirmed according to *job specifications*
	1.2. The *correct materials* are checked and available for the job
	1.3. All light sensors and proximity sensors are operating
	1.4. Mills are set to the right cavity depth for the chips
	1.5. Tape indexer and die are cleaned and the chip registration is correct
	1.6. The implanting module is set up and registered and adhesives are available and dispenser is clean and ready
	1.7. Machine and in-line components are initialised
2. Confirm computer settings	2.1. Encoder settings are correct and conform to job specifications
	2.2. Tester settings are correct and conform to job specifications
	2.3. Setting on the computer that controls entire machine is correctly set
3. Set up printer unit	3.1. Print head is set up and adjusted according to job specifications
	3.2. Ink and solvent levels are checked and refilled if necessary
	3.3. Settings are selected according to job specifications
	3.4. Drying is checked as sufficient to key ink to the substrate
	3.5. Printer is set up according to OHS guidelines
4. Load machine	4.1. Substrate is prepared according to job specifications
	4.2. Substrate is positioned correctly to the machine
	4.3. Faulty material is visually identified and removed according to OHS requirements and enterprise procedures
	4.4. Cards are loaded according to OHS requirements and manufacturer's specifications and enterprise procedures
	4.5. Settings are checked according to job specifications before production is commenced
	4.6. Work area is safe and ready for production according to safety requirements

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS when ensuring that the work area is safe and ready for production according to safety requirements
- communication skills when recording details of production wastage
- planning and organising when coding and checking chips before operating the printer unit
- teamwork when maintaining the production process in association with other staff
- applying mathematical ideas and techniques when entering job specifications and machine settings through computer consoles
- using technology when setting up a smart card machine
- problem solving by visually identifying faulty material, removing it and identifying details of any cards needing to be remade and entering them into the computer console

Required knowledge

- production quality requirements
- waste disposal procedures
- smart card technology
- correct material handling procedures
- principles of printing and ink usage

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • set up and adjust an in-line smart card machine and load it in preparation for production • 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.
Context of and specific resources for assessment	Assessment must ensure: • assessment may take place on the job, off the job or a combination of both of theses. Off the job assessment must be undertaken in a closely simulated workplace environment • a smart card printing and encoding machine.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • 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	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended

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.	
Job specifications may include:	• job sheets, batch processing orders, job specs.
Correct materials may include:	• glues, papers, coated and uncoated, pre-printed.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Converting, Binding and Finishing

Co-requisite units

Co-requisite units		

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