Australian Government

Department of Education, Employment and Workplace Relations

ICPCF407C Operate a smart card machine and pack product

Revision Number: 1

ICPCF407C Operate a smart card machine and pack product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to operate a smart card machine and pack product.

Application of the Unit

Application of the unit	This unit requires the individual to operate a smart card machine and produce cards. The individual will monitor production for problems and to ensure quality. The operator will correctly pack cards at the end of the process and clear the machine of materials and wastage.

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. Monitor production process	1.1. All details required for the job are checked and confirmed against ***job specifications*** 1.2. The supply of ***materials*** throughout the run is maintained 1.3. Machine is run at optimum speed for maintaining quality outputs 1.4. Samples from the machine are selected and checked to ensure they conform to job specifications 1.5. 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. Milled cavities are checked to ensure the right cavity depth for the chips 2.5. Die cuts are correct and meet quality standards 2.6. The correct amount of glue is applied by the dispensing station 2.7. The chips are correctly inserted into the cavity by the implanting module 2.8. Print quality meets the standards in the job specifications or sample
3. Code and check chips	3.1. Encoder settings are correct and conform to job specifications 3.2. Tester settings are correct and conform to job specifications 3.3. The details of any cards needing to be remade are entered into computer console
4. Monitor printer unit	4.1. Ink and solvent levels are monitored and filled when required and stock levels are recorded according to enterprise procedures 4.2. Quality of inkjet is monitored to ensure it conforms to job specifications 4.3. Chemicals are handled according to OHS requirements 4.4. Drying is checked as sufficient to key ink to the

ELEMENT	PERFORMANCE CRITERIA
	substrate
5. Identify problems	5.1. Faults that affect the quality of the cards are identified and rectified 5.2. Problems that reduce the rate of output are identified and fixed 5.3. Faults that affect the efficient operation of equipment are identified and resolved
6. Unload and pack cards	6.1. Cards are unloaded according to OHS requirements, manufacturer's specifications and enterprise procedures 6.2. Reconciliation and final quality check are documented 6.3. Cards are prepared (stacked, wrapped and labelled) for next process according to manufacturer's specifications and enterprise procedures 6.4. Wastage is recorded and disposed of according to enterprise procedures
7. Shut down machine	7.1. Dispensing needle is moved to the safety position and solvent is checked to ensure coverage of the needle 7.2. Inkjet is cleaned and shutdown according to manufacturer's specifications 7.3. The encoding computer is shut down in the correct manner to ensure no loss of data 7.4. The milling vacuum is emptied and cleaned 7.5. The machine and work area are cleaned according to enterprise procedures 7.6. The air supply is turned off 7.7. Waste chemicals are handled and disposed of according to OHS requirements

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 monitoring the rate of machine output
- using technology when operating a smart card machine
- problem solving by monitoring the efficiency, quality and output rate of the production run and resolving any problems as they arise

Required knowledge

- operation of the card printing unit
- operation of the card encoding unit
- 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: • operate a smart card machine and produce cards according to job specifications and within the production timeframe • demonstrate all safety devices on the machine • operate a smart card machine and produce cards over two different jobs • 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	Assessment must ensure: • 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 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.	
Correct materials may include:	• glues, papers, coated and uncoated, pre-printed.
Job specifications may include:	• job sheets, batch processing orders, job specs.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Converting, Binding and Finishing

Co-requisite units

Co-requisite units		