



**Australian Government**

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

# **ICPSU201C Prepare, load and unload reels and cores on and off machine**

**Revision Number: 1**

## ICPSU201C Prepare, load and unload reels and cores on and off machine

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to load and unload reels and cores on and off machines. It should be assessed separately only when this is a substantial part of the worker's job. Otherwise it is integrated into most printing and converting, binding and finishing set up units.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to correctly load and unload reels and cores on and off machines whilst maintaining OHS standards.
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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

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 reels and cores	1.1. Faulty material is visually identified and removed according to enterprise procedures 1.2. <b>Substrate</b> is positioned in correct unwind direction 1.3. Substrate is spliced/joined according to job requirements 1.4. Reel cores are selected or prepared to meet OHS requirements and job specifications
2. Load reels and cores onto machine	2.1. Reels are loaded according to OHS requirements and manufacturer's and enterprise procedures and specifications 2.2. Reel cores are loaded to meet job specifications 2.3. Area around machine is cleaned during and on completion of loading
3. Unload reels off machine	3.1. Reels are unloaded according to OHS requirements and manufacturer's and enterprise procedures and specifications 3.2. Reels are prepared (stripped, stacked, wrapped, labelled) for next process according to manufacturer's and enterprise procedures and specifications 3.3. Reels are stored according to manufacturer's and enterprise procedures and specifications

## 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 of ideas and information by working with the printer to ensure that reels are suitably prepared and brought to the production process
- collecting, analysing and organising information by identifying faulty material
- planning and organising activities by preparing and loading reels
- teamwork when working with printer to ensure that correct reels are loaded when needed to ensure efficient production
- mathematical ideas and techniques by calculating weights of reels to ensure correct and safe handling; and calculating paper use to ensure timely delivery and loading of new reels
- problem-solving skills by preparing reels for the next process
- use of technology by loading and unloading reels and cores on and off the machine according to manufacturer's specifications

#### Required knowledge

- all nip points, guards and safety devices on the machine
- potential dangers at these points
- characteristics of reels
- information that can be obtained from the reel label
- methods that could be used to identify reel grain direction
- faulty reels and cores
- features that would indicate that a reel is faulty
- techniques that could be used to combat distorted reels
- techniques that could be used to combat distorted cores
- manual handling of reels
- OHS concerns related to the manual handling of reels
- preparing and loading selected reels
- position of the reels on the unwind unit
- techniques that could be used to join reels to the web
- unloading reels off the machine for further processing
- OHS concerns related to the unloading of reels off the machine
- faults that could be created by reels being unloaded incorrectly
- preparations that need to be considered for the next operation
- machine manuals, safety and other documentation that are relevant to this task and where are they kept and information included in these documents



## 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 ability to:</p> <ul style="list-style-type: none"> <li>• identify all stop and safety controls on the machine</li> <li>• the individual will correctly load and unload reels and cores on and off machines whilst maintaining OHS standards</li> <li>• prepare, load and unload at least TWO wide OR narrow reels and cores demonstrating BOTH manual and EITHER semi-automatic OR automatic splicing, according to job specifications and listed performance criteria. BOTH tapes AND adhesive splicing mechanisms must be demonstrated</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 these. Off the job assessment must be undertaken in a closely simulated workplace environment</li> <li>• printing or converting machine.</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, for example:</p> <ul style="list-style-type: none"> <li>• this unit may be assessed at the same time as virtually any printing or converting, binding and finishing or corrugating set up unit.</li> </ul>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<i>Substrate types</i> may include:	<ul style="list-style-type: none"> <li>range of substrates within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, or metal.</li> </ul>
<i>Range of machines</i> may include:	<ul style="list-style-type: none"> <li>range of printing, converting, binding and finishing, corrugating and laminating machines.</li> </ul>
<i>Substrate delivery</i> may include:	<ul style="list-style-type: none"> <li>wide and narrow reel delivery systems.</li> </ul>
<i>Splicing medium</i> may include:	<ul style="list-style-type: none"> <li>splicing tapes and adhesives.</li> </ul>
<i>Substrate preparation</i> may include:	<ul style="list-style-type: none"> <li>manual, semi-automatic and automatic zero speed or flying splicing mechanisms and a range of splicing patterns.</li> </ul>
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> <li>should meet client requirements and enterprise and industry standards.</li> </ul>

## Unit Sector(s)

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

<b>Competency field</b>	Support
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## Co-requisite units

Co-requisite units		