



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU207C Prepare machine for operation (basic)

Revision Number: 1

ICPSU207C Prepare machine for operation (basic)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare machines and assist with their operation according to enterprise procedures. It is an integral part of most printing and finishing machine set ups but need not be assessed separately unless it represents the main job of the worker. It can also be used to assess processes on dedicated machines.
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Application of the Unit

Application of the unit	This unit is intended to be used by machine minders and offsidiers assisting in the operation of a machine.
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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. Prepare or set up substrates (or loads)	1.1. Job sheets or equivalent instructions are interpreted correctly 1.2. Product is located, checked and prepared to meet job specifications according to established enterprise procedures and OHS procedures 1.3. Faulty material is visually identified and removed according to established enterprise procedures and OHS procedures
2. Set up reel systems (OR Element 3)	2.1. Unwind reel is set up and adjusted to suit job requirements 2.2. Webbing procedures are carried out according to enterprise procedures 2.3. Web-control system is set up and adjusted to suit job requirements 2.4. Reels are spliced/joined to suit job requirements 2.5. Rewind reel is set up and adjusted to suit job requirements 2.6. Folder is set up and adjusted to suit job requirements 2.7. Sheeter is set up and adjusted to suit job requirements 2.8. Readiness of transport and delivery systems is reported according to enterprise procedures for final adjustments by designated person
3. Set up sheet or product systems (OR Element 2)	3.1. Feeder is set up and adjusted to suit job requirements 3.2. Sheet/product pick-up and transportation system is set up and adjusted to suit job requirements 3.3. Transfer systems are set up and adjusted to suit job requirements 3.4. Delivery is set up and adjusted to suit job requirements 3.5. Product is removed from process according to job instructions 3.6. Sheet/product transfer and control system is set up and adjusted to suit job requirements 3.7. Readiness of transport and delivery systems is reported according to enterprise procedures for final adjustments by designated person, if required
4. Prepare machine	4.1. Machine is set up according to job instructions 4.2. Inks, glues, liquid and or other materials are loaded as required according to manufacturer's instructions and enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	<p>4.3. Plates, cutting or other devices are installed as required according to manufacturer's instructions and enterprise procedures</p> <p>4.4. Registration, alignment or centring is confirmed according to machine manufacturer's/supplier's instructions and enterprise procedures</p> <p>4.5. Machine is run through cycle at the same time ensuring that the substrate/product is positioned properly and that the process is being performed according to established workplace and OHS procedures</p> <p>4.6. Readiness of machine is reported according to enterprise procedures for final adjustments and proofing by designated person, if required</p>
<p>5. Conduct shutdown of production process</p>	<p>5.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures</p> <p>5.2. Shutdown is conducted in association with fellow workers, if required, and in compliance with OHS requirements</p> <p>5.3. Unused materials are stored according to manufacturer's/supplier's specifications and enterprise procedures</p> <p>5.4. Used plates, cutting and other devices are removed and stored according to manufacturer's/supplier's specifications and enterprise procedures</p> <p>5.5. All product is removed from operating area according to enterprise procedures and OHS standards</p> <p>5.6. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures</p> <p>5.7. Repair/adjustment is verified prior to resumption of operations</p>
<p>6. Clean and wash up machine at end of run</p>	<p>6.1. Machine sections, as relevant to process, are cleaned ready for next run</p> <p>6.2. Inking/gluing/coating system, if used in process, is washed up ready for next run, and waste is disposed of according to enterprise and regulatory requirements</p> <p>6.3. In-line printing/converting/binding/finishing/coating units are cleaned ready for next run</p> <p>6.4. Feed, transportation and delivery systems are disengaged and cleaned ready for next run</p>

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 interpreting job tickets
- collecting, analysing and organising information by reading data on substrates, inks and glues to ensure correct usage and handling
- planning and organising activities by deciding on a sequence of set ups and wash-ups to ensure efficient operation
- teamwork when working with others to ensure efficient set up and wash-up
- mathematical ideas and techniques by calculating substrate and other consumable requirements for job
- problem-solving skills by recognising and reporting problems in set up (or wash-up)
- use of technology by using monitoring systems

Required knowledge

- handling of supplies, parts and finished product
- avoiding back strain when lifting heavy objects
- avoiding damaging finished product
- supplies that require special handling
- substrate preparation and machine set up procedures
- OHS considerations when preparing substrates and setting up a machine
- procedures for the disposal of faulty materials
- possible danger areas of the machine
- registration section of the machine
- function of the registration section of the machine
- problems that could interrupt the running cycle of the machine
- shutdown procedures
- areas of the Machine that are modified during shutdown
- areas of the machine that should be checked for possible repair
- details that should be included when labelling unused ink
- cleaning and washing machine
- OHS considerations when washing up a machine
- ineffective wash-up affecting the following production run

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 ability to:</p> <ul style="list-style-type: none"> • demonstrate all safety devices on the machine • prepare machines and assist with their operation according to enterprise procedures • prepare and set up to the stage of final adjustment of any ONE machine according to manufacturer's specifications and the listed Performance Criteria OR set up a minor process on a dedicated machine • 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 these. Off the job assessment must be undertaken in a closely simulated workplace environment • a printing or converting machine in a production environment.
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	
<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>Product</i> may include:	<ul style="list-style-type: none"> all substrates and paper or plastic converting products.
<i>Enterprise procedures</i> may include:	<ul style="list-style-type: none"> range of enterprise procedures within defined work area.
<i>Machines</i> may include:	<ul style="list-style-type: none"> range of printing, converting, binding, corrugating, laminating, coating processes. Also minor processes including in-line auto packers, down stackers, or stackers, pile turners and wrappers on dedicated machines.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units	