



Australian Government

Assessment Requirements for ICPCBF105 Operate in-line mail machine

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- correctly complete TWO jobs involving multiple inserts on an in-line mail machine according to job specifications and enterprise procedures
- safely operate and demonstrate all safety devices on an in-line mail machine
- correctly monitor production and notify supervisor when problems arise.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain setup procedures to meet work health and safety and enterprise requirements
- explain the quality check process
- identify waste disposal procedures relevant to task
- explain documentation requirements, where the documents are kept, and the information included.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include use of an in-line cut sheet form feeder, folder and inserter machine.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>