



Australian Government

ICPCBF105 Operate in-line mail machine

Release: 1

ICPCBF105 Operate in-line mail machine

Modification History

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

Application

This unit describes the skills and knowledge required to safely monitor and operate an intelligent in-line cut sheet form feeder, folder and inserter mail machine, and correctly offload, pack and label completed mail for distribution.

It applies to individuals working in a mail house environment under direct supervision and performing mainly routine tasks such as monitoring machinery operations and reporting production faults.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Monitor operation	1.1 Job is checked for sign-off by printers and ready for mailing procedures 1.2 Machine is jogged to ensure correct positioning and hopper feed operation 1.3 All units are monitored to ensure optimum operation 1.4 Envelopes are manipulated and fanned to ensure they move efficiently through the machine 1.5 Folds, inserts and envelopes are continuously monitored for defects, and

ELEMENT	PERFORMANCE CRITERIA
	defects are put aside for remake 1.6 Materials are checked and hoppers reloaded as required
2. Check quality	2.1 Mail is monitored to ensure quality standards are met 2.2 Supervisor is contacted when quality standards are not met 2.3 Sequence is monitored according to job specifications 2.4 Number of spoils are documented according to enterprise procedures
3. Pack envelopes	3.1 Completed envelopes are unloaded and checked for quality 3.2 Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications 3.3 Sequence numbers and postcodes are in correct pre-sort order ensuring job continuity 3.4 Job is reconciled and documented and supervisor is notified if job does not reconcile

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.3, 2.4, 3.2	- Recognises text within job specifications and follows written instructions - Checks accuracy of labelled information against written instructions
Writing	2.4, 3.4	Documents information required for records
Oral Communication	2.2, 3.4	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Numeracy	2.4, 3.3	Uses simple mathematical calculations and arranges sequential numerical information
Oral Communication	2.2, 3.4	Identifies and reports discrepancies and production faults to supervisor/s

Navigate the world of work	1.1, 2.1, 2.4, 3.1	Follows explicit procedures immediately related to role
Interact with others	2.2, 3.4	Follows accepted communication practices for reporting issues when seeking advice
Get the work done	1.1-1.6, 2.1, 2.3, 3.1-3.4	- Follows pre-determined plans for tasks with multiple steps - Initiates standard procedures when responding to familiar problems within immediate context - Uses digital systems and tools to complete routine tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF105 Operate in-line mail machine	ICPCF105C Operate in-line mail machine	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPCBF105 Operate in-line mail machine

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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.

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