



Australian Government

Assessment Requirements for ICPCBF208

Set up and operate a cheque mailer 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:

- safely operate and monitor a cheque mailer machine for TWO jobs in accordance with job specifications and internal requirements (including documenting all faults, reconciling work, and completing all required documentation and reconciliations with minimum downtime)
- demonstrate all safety devices on the machine.

If a specific volume or frequency is not stated, then evidence must be provided at least once.

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 this task, where they are kept and information included in these documents
- identify security requirements for completing reconciliation documentation.

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 access to:

- cheque book
- mailer machine
- special purpose tools, equipment and materials.

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>