



Australian Government

ICPCBF208 Set up and operate a cheque mailer machine

Release: 1

ICPCBF208 Set up and operate a cheque mailer 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 set up, operate and monitor a cheque mailer machine including rectifying any production faults. The individual off-loads completed books and correctly packs and completes reconciliation requirements.

It applies to individuals working under direct supervision performing mainly routine tasks, operating machinery and completing production requirements according to job specifications and internal procedures.

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. Prepare for job	1.1 Job specifications are read and interpreted from job documentation or process control system 1.2 Books are checked and in correct order and position for job 1.3 First and last name listings are checked as correct 1.4 Correct envelopes are obtained from enterprise storage area and water container is checked 1.5 Envelopes are correctly loaded and hopper guides adjusted according to job specifications 1.6 Books are correctly loaded and book feeder adjusted according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	1.7 All feeders and conveyor belts are clean and clear 1.8 Work area is safe and ready for production according to safety requirements
2. Monitor operation	2.1 Machine is jogged to ensure correct positioning and hopper feed operation 2.2 Books and envelopes are replenished to ensure continuous supply 2.3 Books and envelopes are continuously monitored for faulty work and put aside securely for remake
3. Reconcile job	3.1 Sequence of names is checked against job specifications/listing sheet 3.2 Number of spoils are documented according to enterprise procedures 3.3 Details of spoils are marked-off on job documentation and supervisor is notified 3.4 All remaining documentation is completed according to reconciliation and security requirements
4. Complete job	4.1 Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications 4.2 Faulty work is disposed of according to security requirements 4.3 Machine is cleared and stock put away according to security requirements

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, 1.3, 1.5, 1.6, 3.1, 4.1	- Interprets text in documents or within systems to establish job requirements - Checks accuracy of information against written instructions
Writing	3.2-3.4	Completes workplace documentation as per job and enterprise requirements

Oral Communication	3.3	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Numeracy	3.2	Uses simple mathematical calculations to calculate quantities
Navigate the world of work	1.7, 1.8, 3.2, 3.4, 4.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	3.3	Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1-1.6, 2.1-2.3, 3.1	- Follows clearly defined instructions and monitors own progress on tasks - Identifies and assembles resources required for tasks - Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF208 Set up and operate a cheque mailer machine	ICPCF208C Set up and operate a cheque mailer 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 ICPCBF208 Set up and operate a cheque mailer machine

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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

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