



Australian Government

Assessment Requirements for ICPCBF2430

Set up machine for basic collating or inserting (sheet/section)

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 4.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- set up machines for basic collating or inserting according to job specifications for two different jobs involving a minimum of four products.

In the course of the above the candidate must:

- operate all safety devices on the machine.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work health and safety (WHS) risks and requirements for:
 - the operation and adjustment of a double and misfeed sheet calliper system
 - the setup of sheet transportation and delivery systems
- setup procedures for a double and misfeed sheet calliper system
- the range of sheet and section sizes that can be run through the required machine
- adjustable areas of the machine to allow for 42gsm stock
- the speed the machine can operate at
- indicators that the machine requires lubrication
- the criteria for acceptable collating result
- the machine adjustments required to alleviate 'bruising' of NCR paper
- circumstances where the machine requires adjustment, and their causes
- the job documentation and production control system and the information it contains
- factors for consideration when setting up the feeder
- different types of sheet/section delivery systems
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- sheet calliper system
- collating or inserting machine
- special purpose tools, equipment and materials.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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