



Australian Government

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.

Application

This unit describes the skills and knowledge required to set up a machine for basic collating, gathering or inserting of sheets or sections, and is appropriate for binding and finishing operations, mail houses and newspapers.

It applies to individuals who work under direct supervision, and who are responsible for operating and monitoring equipment and machinery.

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 Identify job specifications 1.2 Carry out set-up of required machinery according to manufacturer specifications 1.3 Confirm availability of all job-related components is checked
2. Set up machinery	2.1 Set up and adjust feeder and delivery systems according to job specifications 2.2 Set up sheet calliper system and detectors 2.3 Set up and adjust pick-up, transfer and transportation systems

ELEMENT	PERFORMANCE CRITERIA
	2.4 Set up and adjust required collating and inserting systems
3. Conduct sample run	3.1 Set up and operate machine to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures 3.2 Inspect and test sample as required according to enterprise procedures 3.3 Interpret results and determine adjustment requirements 3.4 Carry out adjustment changes according to product and machine specifications

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and evaluates text to establish job requirements from information contained within relevant systems
Self-management	Complies with regulatory requirements and follows organisational procedures relevant to own role
Planning and organising	- Determines priorities and sequences steps involved in clearly defined tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to complete tasks
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPCBF243 Set up machine for basic collating or inserting (sheet/section).

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICPCBF2430 Set up machine for basic collating or inserting (sheet/section)

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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.

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