



Australian Government

ICPCBF243 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 1.0.

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.

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 production control system 1.2 Set-up is carried out correctly in minimum time with minimum wastage 1.3 Availability of all job-related components is checked
2. Set up sheet/section system	2.1 Feeder and delivery systems are set up and adjusted according to job specifications 2.2 Double/misfeed detectors are set up according to job specifications 2.3 Sheet/section pick-up, transfer and transportation system is set up and adjusted according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.4 Transfer systems are set up and adjusted according to job specifications
3. Set up machine and conduct sample run	3.1 Collating/inserting system is set up and adjusted according to job specifications 3.2 Material to be used for sample is organised correctly 3.3 Machine is set up and operated to produce a specified sample according to Work Health and Safety (WHS) requirements, manufacturer's specifications and enterprise procedures
4. Organise sample inspection and/or testing	4.1 Sample is visually inspected and/or tested, or laboratory testing is organised, according to enterprise procedures 4.2 Results are interpreted to determine adjustment requirements 4.3 Adjustments are carried out according to product and machine specifications

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, 2.1-2.4, 3.1, 3.3, 4.3	Recognises and evaluates text to establish job requirements from information contained within relevant systems
Navigate the world of work	3.3, 4.1	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Get the work done	1.1-1.3, 2.1-2.4, 3.1-3.3, 4.1-4.3	- 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 - Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF243 Set up machine for basic collating or inserting (sheet/section)	ICPCF243C Set up machine for basic collating or inserting (sheet/section)	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 ICPCBF243 Set up machine for basic collating or inserting (sheet/section)

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Performance Evidence

Evidence of the ability to:

- correctly set up machines for basic collating or inserting according to job specifications, and within the production timeframe for TWO different jobs (if possible one sheet and one section) involving a minimum of FOUR products, according to listed performance criteria
- operate all safety devices on the machine.

Note: 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:

- set up a double/misfeed sheet calliper system that ensures smooth transportation and delivery of sheets or sections through the machine
- identify largest and smallest sheet or section size that can be run through this machine
- identify areas of the machine that can be adjusted to allow for 42gsm stock
- confirm the speed the machine can operate at
- identify indicators the machine needs lubrication
- determine an acceptable collating result
- determine adjustments to the machine to alleviate 'bruising' of NCR paper
- identify circumstances in which the machine needs adjustment, and the cause of sheets creasing in the machine delivery
- consider important information concerning collating included in the job documentation or production control system
- work health and safety factors for:
 - operating and adjusting a double/misfeed sheet calliper system
 - setting up sheet/section transportation and delivery systems

- identify factors to consider when setting up the feeder
- name different types of sheet/section delivery systems
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them.

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:

- work request documents
- double/misfeed sheet calliper system
- special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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