



Australian Government

ICPCBF2440 Produce basic collated or inserted (sheet/section) product

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 produce a basic collated or inserted sheet or section product, monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

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. Maintain operation of transportation system on machine	1.1 Monitor and adjust feeder and delivery systems 1.2 Check and adjust pick-up and transport systems according to operating requirements 1.3 Monitor and adjust transfer systems according to operating requirements 1.4 Add substrate to and remove substrate from process according to job specifications
2. Maintain production process	2.1 Select, monitor and adjust required collating and inserting process according to sample standard requirements

ELEMENT	PERFORMANCE CRITERIA
	2.2 Use machine controls as required 2.3 Monitor and verify performance using the process control system 2.4 Report process adjustments to eliminate problems according to enterprise procedures 2.5 Monitor and adjust basic in-line process(es)
3. Identify and rectify problems and faults	3.1 Identify and report problems in machine according to enterprise procedures 3.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 3.3 Identify and report machine faults requiring repair to designated person according to enterprise procedures 3.4 Verify repairs and adjustments as required prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.3 Clean all required parts of machinery used in printing process according to manufacturer specifications and enterprise procedures 4.4 Complete required production records and enterprise documentation

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 interprets text to establish job requirements
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	- Identifies and follows explicit and implicit protocols and meets expectations associated with own role - Identifies and follows all procedures for cleaning and

	maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	• Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability • Follows accepted practices and protocols for reporting issues to supervisors
Planning and organising	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency
Problem solving	• Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
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 ICPCBF244 Produce basic collated or inserted (sheet/section) product.

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 ICPCBF2440 Produce basic collated or inserted (sheet/section) product

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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:

- produce basic collated or inserted product for two different jobs, involving a minimum of four products, that meet job specifications, production timeframes and quality criteria.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements manufacturer specifications and enterprise procedures
- anticipate production difficulties and take action to prevent occurrence.

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:

- WHS risks and requirements for operating, maintaining and shutting down the machine
- the factors that affect the machine's operating speed
- circumstances where the machine needs to be adjusted, and steps taken to prevent sheet feeding issues
- the checks required to shut down the machine
- basic in-line processes and their role in job production
- cleaning procedures and areas of the machine that require regular cleaning
- quality criteria to check against client sample to ensure collation accords with job requirements
- 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:

- special purpose tools, equipment and materials
- collating or inserting machinery.

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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