



Australian Government

ICPCBF244 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 1.0.

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 correctly clean and shut down equipment.

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 sheet/section transportation system on machine	1.1 Feeder and delivery systems are monitored and adjusted to ensure continuous and efficient feeding to machine 1.2 Sheet/section pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 1.3 Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4 Substrate is added to process according to job specifications
2. Maintain production process	2.1 Collating or inserting process is monitored and adjusted to ensure product quality meets the approved sample standard 2.2 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily

ELEMENT	PERFORMANCE CRITERIA
	schedule 2.3 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 2.4 Manual and/or automatic control is used according to job specifications 2.5 Performance is monitored and verified using the process control system according to enterprise procedures 2.6 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 2.7 Process adjustments to eliminate problems are reported according to enterprise procedures 2.8 Waste is sorted according to enterprise procedures 2.9 Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure product quality meets the approved sample standard
3. Identify and rectify problems and faults	3.1 Problems in collating or inserting (sheet/section) machine are identified and reported according to enterprise procedures 3.2 Adjustments or corrections are carried out according to specified procedures, and are consistent with operator's skill level 3.3 Collating or inserting (sheet/section) machine operation is checked to ensure correct operation 3.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 3.5 Repair/adjustment is verified prior to resumption of operations
4. Conduct shutdown of production process	4.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 4.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 4.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
5. Clean (sheet/section) machine at end of run	5.1 Collating or insert machine is cleaned ready for next run 5.2 In-line printing/converting/binding/finishing units are cleaned ready for next run 5.3 Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run

ELEMENT	PERFORMANCE CRITERIA
	5.4 Production records or other documentation are accurately completed where required by enterprise procedures

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	2.3, 2.4, 4.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	3.4, 5.4	Enters routine data associated with production processes and enterprise procedures
Oral Communication	2.2, 2.7, 3.1, 3.4, 4.2	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Navigate the world of work	2.1-2.3, 2.5, 2.7-2.9, 3.1, 3.2, 3.4, 4.1-4.3, 5.1-5.4	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	2.2, 2.7, 3.1, 3.4, 4.2	- 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
Get the work done	1.1-1.4, 2.1-2.7, 2.9, 3.1-3.5, 4.1, 4.3	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans - 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
ICPCBF244 Produce basic collated or inserted (sheet/section) product	ICPCF244C Produce basic collated or inserted (sheet/section) product	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 ICPCBF244 Produce basic collated or inserted (sheet/section) product

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Performance Evidence

Evidence of the ability to:

- use a collating machine for basic collating (gathering and/or inserting) for TWO different jobs (if possible, one sheet and one section), involving a minimum of FOUR products, that meet job specifications, production timeframes and quality standards.

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:

- identify work health and safety factors:
 - when operating the machine
 - prior to adjusting the machine
- determine factors that govern the speed the machine operates at
- list circumstances that show the machine needs to be adjusted, and explain how to prevent double sheet feeds
- list checks required to shut down the machine correctly
- identify areas of the machine that need regular cleaning and must be kept clear of surface rust (condensation)
- ensure materials are cleaned from the machine
- determine items to check against client sample to ensure an acceptable collating result
- 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 special purpose tools, equipment, machinery and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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