



Australian Government

Assessment Requirements for ICPCBF2450

Set up and produce hand-collated or inserted 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.

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 and collate two different jobs (at least five products including, one sheet job and one section job) by hand according to manufacturer and job specifications and within enterprise procedures and production timeframes.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take preventive 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:

- manufacturer specifications, enterprise procedures, and work health and safety (WHS) requirements for setting up the job for ergonomic factors and ease of operation
- the information found on the production control job ticket
- the criteria for evaluating samples
- quality assurance steps for important features of the production control system
- production records and the information that should be included
- facilities available to assist picking up product by hand
- precautions for handling NCR (No Carbon Required) paper
- methods to separate finished sets of product
- methods of assistance to open sections to be inserted
- the relationship between printed images and the correct sequence of sections
- areas of the finished product to be inspected

- steps to take if the test sample is incorrect
- the procedure for processing remaining sheets (overs) upon job completion
- regulations and enterprise procedures for waste management
- 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.

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>