



Australian Government

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.

Application

This unit describes the skills and knowledge required to hand-collate or insert product.

It applies to individuals in the printing and graphic arts industry who set up for and produce hand-collated or inserted product to meet production requirements. They generally work under direct supervision.

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 Read and interpret job specifications from job documentation and production control system 1.2 Identify and undertake machine requirements for set-up 1.3 Check availability of all job related components 1.4 Set up required system according to job specifications
2. Conduct sample run	2.1 Prepare material to be used for sample 2.2 Operate required system to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
3. Assess sample	3.1. Inspect sample and identify requirements for and organise testing according to enterprise procedures 3.2 Interpret results to determine adjustment requirements 3.3 Carry out adjustments according to product specifications
4. Monitor production process	4.1 Monitor and adjust hand-collating to confirm product quality meets the approved sample standard 4.2 Report process adjustments to eliminate problems according to enterprise procedures
5. Conduct shutdown of production process	5.1 Clean collating area ready for next run 5.2 Sort waste according to enterprise procedures 5.3 Remove substrate waste from operating area and recycle or dispose of, where required, according to regulatory requirements and enterprise procedures 5.4 Complete production records and other documentation according to 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	Description
Writing	Records information relating to production and machinery problems and completes production reports and other relevant documentation
Oral Communication	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Self-management	- Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures - Identifies roles and responsibilities for task and makes basic decisions on work completion parameters
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 ways of sequencing; and identifies and assembles required resources
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 ICPCBF245 Set up and produce hand-collated or inserted 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 ICPCBF2450 Set up and produce hand-collated or inserted 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:

- 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.

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