



Australian Government

Assessment Requirements for ICPCBF303 Run and monitor envelope manufacturing machines

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.

Performance Evidence

Evidence of the ability to:

- demonstrate how to maintain throughput of envelope manufacturing machines consistently, according to job specifications, safety requirements and quality standards
- locate and 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:

- explain common faults associated with envelope manufacturing machines, the causes and how to correct
- identify enterprise quality standards, documentation procedures and fault procedures 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, materials and equipment used to manufacture envelopes.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

