



Australian Government

ICPCBF303 Run and monitor envelope manufacturing machines

Release: 1

ICPCBF303 Run and monitor envelope manufacturing machines

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 run, monitor and adjust envelope manufacturing machines and maintain the production process.

It applies to individuals who work under direct supervision with limited responsibility for ensuring output is in accordance with quality standards and issues are resolved with minimum downtime.

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. Monitor production process	1.1 All details required for the job are checked and confirmed against job specifications 1.2 Correct materials and tools are checked and available for the job 1.3 Supply of materials throughout run is maintained 1.4 Work area is safe and ready for production according to safety requirements 1.5 Machine is run at optimum speed for maintaining quality output 1.6 Samples from the machine are selected and checked to ensure they conform with required quality standards

ELEMENT	PERFORMANCE CRITERIA
	1.7 Machines are adjusted to maintain quality of output
2. Maintain quality	2.1 Correct procedures for removal of waste are followed according to enterprise procedures 2.2 Samples are continuously monitored for defects, and defects are removed 2.3 Efficiency, quality and output rate of production run are monitored for problems, and any deficiencies resolved 2.4 Locations of all emergency shutdown buttons and triggers are known
3. Identify problems	3.1 Faults which affect quality of envelopes are identified and rectified 3.2 Problems that reduce rate of output are identified and fixed 3.3 Faults that affect efficient operation of equipment are identified and resolved

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	1.1	Interprets textual information to establish and check job requirements and to aid planning process
Navigate the world of work	1.4, 1.6, 2.1, 2.4	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Get the work done	1.1-1.7, 2.1-2.3, 3.1-3.3	- Sequences and schedules activities required to complete tasks and monitors implementation, making adjustments as necessary - Plans, identifies and assembles resources required to complete tasks - Responds to predictable problems and implements standard or logical solutions related to own role in immediate work environment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF303 Run and monitor envelope manufacturing machines	ICPCF3103C Run and monitor envelope manufacturing machines	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 ICPCBF303 Run and monitor envelope manufacturing machines

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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.

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