



Australian Government

Assessment Requirements for ICPCBF3430

Set up machine for complex collating

Release: 1

Assessment Requirements for ICPCBF3430 Set up machine for complex collating

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 machines for complex collating for a minimum of four products, including:
 - two sheet jobs, each using different sizes and weights of substrate
 - two section jobs.

In the course of the above the candidate must:

- demonstrate all safety devices on the machine.

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:

- work health and safety (WHS) risks and requirements for:
 - setting up and operating machine transport systems
 - preparing and adjusting machine units
- the job documentation or production control system and the information it contains
- elements to consider when planning a collated sample
- areas of the machine to adjust to allow for 42gsm stock
- factors determining machine operating speed
- indicators that the machine needs lubrication
- steps ensuring alignment of in-line processes/units
- requirements for an acceptable collating result
- the cause of sheets creasing in the machine delivery
- items to check against the client sample
- circumstances and problems requiring machine adjustment, including:
 - maintaining unit positioning
 - facilitating different stock sizes

- alleviating bruising of no carbon required (NCR) paper
- areas of the reel stand requiring monitoring to maintain trouble-free operation
- areas of the web control system requiring monitoring to maintain web tension and positioning
- key factors to consider when setting up the feeder and double/misfeed sheet calliper system
- required settings to ensure smooth transportation of sheets or sections to and through machine
- different types of sheet/section delivery systems
- the range of sheet/section sizes that can be processed and run on the machine
- procedure for organising laboratory testing
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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 and materials
- collating machinery.

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>