



Australian Government

ICPCBF3430 Set up machine for complex collating

Release: 1

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.

Application

This unit describes the skills and knowledge required to set up a machine for complex collating, gathering or inserting of sheets or sections.

It applies to individuals working in binding and finishing operations, mail houses and newspapers.

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 Identify job specifications 1.2 Set up required printing machinery according to manufacturer specifications 1.3 Confirm availability of all job components 1.4 Set up and adjust delivery systems 1.5 Add substrate to and remove substrate from process according to job specifications
2. Set up machine and in-line units	2.1 Set up and adjust collating systems 2.2 Set up and adjust minor in-line units for basic processes and according to machine requirements

ELEMENT	PERFORMANCE CRITERIA
	2.3 Provide assistance in set-up of major in-line units
3. Conduct sample run	3.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified proof 3.2 Inspect and test proof as required according to enterprise procedures 3.3 Interpret results and make adjustments according to product and machine specifications as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Self-management	- Complies with enterprise procedures relevant to own role - Implements actions according to instructions, making slight adjustments if necessary
Teamwork	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Plans, identifies and assembles resources required to complete tasks
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. It is restricted to essential operating conditions and any other variables essential to the work environment.

Delivery systems must include either:	reel or
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	• sheet.
Setting up and adjusting must include either:	• unwind and rewind reels • web control systems • splicing/joining reels or • feeder and delivery systems • sheet/section/reel pick-up and transportation systems • transfer systems.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel).

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 ICPCBF3430 Set up machine for complex collating

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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 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

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