



Australian Government

ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel)

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.

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 Job specifications are read and interpreted from job documentation or production control system 1.2 Set-up is planned and carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked
2. Set up delivery systems	2.1 Delivery systems are set up and adjusted according to job specifications 2.2 Substrate is added to and removed from the process according to job specifications
3. Set up machine and	3.1 Collating/inserting system is set up and adjusted according to

ELEMENT	PERFORMANCE CRITERIA
in-line units	job specifications 3.2 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 3.3 Assistance is given in set-up of major in-line printing/converting/binding units (NOTE: if entire set-up is completed, refer to appropriate competency standards)
4. Conduct sample run	4.1 Material to be used for sample is organised correctly 4.2 Machine is set up and operated to produce a specified sample according to work health and safety requirements, manufacturer's specifications and enterprise procedures 4.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 4.4 Results are interpreted to determine adjustment requirements 4.5 Adjustments are carried out according to product and machine specifications

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, 3.1, 3.2, 4.2, 4.5	Recognises and interprets texts to establish job requirements from information contained within relevant procedures and specifications
Oral communication		Participates effectively in spoken interactions to confirm or clarify requirements
Navigate the world of work	4.2, 4.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	3.3	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.3, 2.1-2.6, 3.1, 3.2, 4.1-4.5	Determines priorities and sequences steps involved in clearly defined, familiar tasks

		• Implements actions as per instructions, making slight adjustments if necessary • Plans, identifies and assembles resources required to complete tasks • Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems
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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.

Delivery systems MUST include EITHER:	• reel OR • 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel)	ICPCF343C Set up machine for complex collating or inserting (sheet/section/reel)	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 ICPCBF343 Set up machine for complex collating or inserting (sheet/section/reel)

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Performance Evidence

Evidence of the ability to:

- correctly set up machines for complex collating for a minimum of FOUR products, including in-line processes on FOUR occasions, (if possible) including:
 - two sheet jobs, each using different sizes and weights of substrate
 - two section jobs, with and without lip/lap, according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- demonstrate 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:

All Systems

- identify work health and safety (WHS) factors for:
 - setting up and/or operating machine transport systems
 - when the machine is operating
 - adjusting machine units and before readjusting the machine
- determine important information concerning collating found in the job documentation or production control system and how to interpret this information to ensure smooth workflow throughout the factory
- explain elements to consider when planning a collated sample
- identify areas of the machine to adjust to allow for 42gsm stock
- list ways the machine can be adapted to facilitate smaller/larger stock
- identify factors that govern speed the machine operates at
- determine indicators that show the machine needs lubrication

- list steps to ensure correct alignment of in-line processes/units
- determine adjustments to keep units correctly positioned
- determine requirements for an acceptable collating result
- explain the cause of sheets creasing in the machine delivery
- determine adjustments to the machine to alleviate bruising of no carbon required (NCR) paper
- identify items to check against the client sample
- identify when the machine needs to be adjusted
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in these documents

For Reel Systems Only

- identify areas of the reel stand to monitor to ensure trouble-free operation
- identify area of the web control system to adjust to maintain correct web tension
- identify area of the web control system to adjust to maintain correct positioning of the web

For Sheet Systems Only

- list important factors to consider when setting up the feeder and double/misfeed sheet calliper system
- identify requirements to ensure smooth transportation of sheets or sections to and through the machine
- name different types of sheet/section delivery systems
- determine largest/smallest size sheet that can be processed on this machine
- determine the largest/smallest sheet/section size to be run on the machine.

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 facilities, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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