



Australian Government

ICPCBF3440 Produce complex collated or inserted product

Release: 1

ICPCBF3440 Produce complex collated or inserted product

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 produce a complex collated or inserted sheet, section or reel product, to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product.

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. Maintain delivery systems	1.1 Monitor and adjust delivery systems according to work health and safety (WHS) requirements 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain production process	2.1 Review and adjust collating or inserting process according to sample quality requirements 2.2 Monitor and adjust in-line processes 2.3 Use machine controls as required 2.4 Review and verify performance using the process control system

ELEMENT	PERFORMANCE CRITERIA
	2.5 Report process adjustments to eliminate problems according to enterprise procedures
3. Identify and rectify problems and faults	3.1 Identify and report problems in machine operation according to enterprise procedures 3.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 3.3 Verify repairs and adjustments as required prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.3 Clean and disengage all required parts of machinery used in printing process according to manufacturer specifications and enterprise procedures 4.4 Complete required production records and enterprise documentation

Foundation Skills

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

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	Identifies and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks

Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
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.

Delivery systems must include either:	- reel transportation or - sheet transportation.
Monitoring and adjusting must include either:	- cleaning collating or inserting (sheet/section/reel) machine - web control system or - feeder - sheet pick-up and transportation system - transfer system.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF344 Produce complex collated or inserted product.

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 ICPCBF3440 Produce complex collated or inserted product

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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:

- operate machines for complex collating for a minimum of four products, including in-line processes, including:
 - two sheet jobs, each using different sizes and weights of substrate
 - two section jobs, with and without lip/lap.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take preventive action to prevent occurrence.

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:

- WHS risks and requirements for:
 - setting up and operating the machine
 - adjust the machine
 - cleaning the machine
 - machine shutdown
- factors affecting the speed the machine operates at
- indicators that the machine needs lubrication
- circumstances when the machine requires adjustment
- areas to check when sections fail to open on the chain
- checks to conduct during machine shutdown
- areas of the machine that need regular cleaning and required cleaning agents

- steps taken to keep the machine clear of surface rust (condensation)
- production records to be kept, and the information to include
- steps taken to ensure important features of the production control system are followed
- quality requirements for a collating result
- the cause of sheets creasing in the machine delivery and correction methods
- causes of sheets misfeeding during production and methods to prevent double sheet feeds
- adjustments required to prevent bruising of no carbon required sheets
- 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 or inserting machinery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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