



Australian Government

ICPCBF344 Produce complex collated or inserted product

Release: 1

ICPCBF344 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 1.0.

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 correctly clean and shut down equipment.

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 Delivery systems are monitored and adjusted to ensure efficient and continuous operation 1.2 Substrate is added to and removed from the process according to job specifications
2. Maintain production process	2.1 Collating or inserting process is monitored and adjusted to ensure product quality meets the approved sample standard 2.2 In-line printing/converting/binding/finishing processes are monitored and adjusted to ensure product quality meets the approved sample standard 2.3 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule

ELEMENT	PERFORMANCE CRITERIA
	2.4 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 2.5 Manual and/or automatic control is used according to job specifications 2.6 Performance is monitored and verified using the process control system according to enterprise procedures 2.7 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 2.8 Waste is sorted according to enterprise procedures
3. Identify and rectify problems and faults	3.1 Problems in collating or inserting (sheet/section/reel) machine are identified and reported according to enterprise procedures 3.2 Adjustments or corrections are carried out according to specified procedures, and are consistent with operator's skill level 3.3 Collating or inserting (sheet/section/reel) machine operation is checked to ensure correct operation 3.4 Process adjustments to eliminate problems are reported according to enterprise procedures 3.5 Faulty performance of equipment is identified and reported according to enterprise procedures
4. Conduct shutdown of production process	4.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 4.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 4.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 4.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 4.5 Repair/adjustment is verified prior to resumption of operations
5. Clean collating or inserting (sheet/section/reel) machine at end of run	5.1 Collating or inserting machine is cleaned ready for next run 5.2 In-line printing/converting/binding/finishing units are cleaned ready for next run 5.3 Reel feed transportation and delivery systems are disengaged and cleaned ready for next run 5.4 Sheet feed, transportation and delivery systems are disengaged and cleaned ready for next run

ELEMENT	PERFORMANCE CRITERIA
	5.5 Production records or other documentation are accurately completed, where required by enterprise procedures

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	2.4, 2.5, 4.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	3.1, 3.4, 3.5, 4.4, 5.5	Enters routine data associated with production processes and enterprise procedures
Oral Communication	2.3, 3.1, 3.4, 3.5, 4.2, 4.4	- Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies - Participates effectively in spoken interactions to confirm or clarify requirements
Navigate the world of work	2.1-2.4, 2.6, 2.8, 3.1, 3.2, 3.4, 3.5, 4.1-4.4, 5.1-5.5	Recognises and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	2.3, 3.1, 3.4, 3.5, 4.2, 4.4	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Understands what to communicate, with whom and how, in routine work situations
Get the work done	2.1-2.8, 3.1-3.3, 4.1-4.5, 5.5	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans - 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF344 Produce complex collated or inserted product	ICPCF344C Produce complex collated or inserted (sheet/section/reel) product	Updated to meet Standards for Training Packages Minor title change	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 ICPCBF344 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 1.0.

Performance Evidence

Evidence of the ability to:

- operate 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, to produce a complex collated products according to manufacturer's and job specifications, enterprise procedures and listed performance criteria.

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:

- identify work health and safety (WHS) factors for:
 - when the machine is operating
 - before readjusting the machine
 - when cleaning materials from the machine
- explain factors that govern speed the machine operates at
- determine indicators that show the machine needs lubrication
- identify when the machine needs adjustment
- list areas to check when sections are failing to open on the chain
- list checks to do when correctly shutting down the machine
- determine areas of the machine that need regular cleaning and list recommended cleaning agents
- explain how to keep the machine clear of surface rust (condensation)
- determine production records to be kept or written up, and the information to include
- list steps to ensure important features of the production control system are followed

- determine requirements for an acceptable collating result
- explain the cause of sheets creasing in the machine delivery
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Sheet Systems Only

- explain causes of sheets misfeeding during production and how to correct creasing of sheets and prevent double sheet feeds
- determine adjustment to make to prevent bruising of no carbon required sheets.

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 relevant facilities, equipment and materials used to produce a collated or inserted product.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>