



**Australian Government**

# **ICPCBF393 Set up machine for envelope manufacture**

**Release: 1**

# ICPCBF393 Set up machine for envelope manufacture

## 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 to cut and add patches during the manufacture of envelopes.

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. Calibrate and adjust settings                 | <p>1.1 All details required for the job are checked and confirmed against job specifications</p> <p>1.2 Correct materials are checked and available for the job</p> <p>1.3 Adhesives are selected that are appropriate for the substrate, application process and machine</p> <p>1.4 Work area is made safe and prepared for production according to safety requirements</p> <p>1.5 Window cutting and patch unit settings are set according to job specifications</p> <p>1.6 Measurement settings are checked thoroughly against job specifications before production is commenced</p> <p>1.7 Window position and size are set to meet requirements to ensure the machine runs efficiently and safely</p> <p>1.8 Wastage is monitored, kept to a minimum and correctly</p> |

| ELEMENT            | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | disposed of according to enterprise quality standards<br>1.9 Process is monitored to maintain quality and identify opportunities for improvement                                                                                                                                                                                                                                        |
| 2. Confirm quality | 2.1 A sample is produced and checked for conformance with quality standards, and adjustments made if required<br>2.2 Efficiency, quality and output rate of production run are monitored for problems, and any deficiencies resolved<br>2.3 Any machine faults are reported to appropriate responsible person<br>2.4 Locations of all emergency shutdown buttons and triggers are known |

## 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, 1.5, 1.6                          | <ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> </ul>                                                                                                                       |
| Writing                    | 2.3                                    | <ul style="list-style-type: none"> <li>Records information related to outcomes of job according to organisational requirements</li> </ul>                                                                                                                                                                     |
| Oral Communication         | 2.3                                    | <ul style="list-style-type: none"> <li>Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies</li> </ul>                                                                                                                                                               |
| Navigate the world of work | 1.4, 1.7, 1.8, 2.1, 2.4                | <ul style="list-style-type: none"> <li>Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with respect to workplace safety and emergency procedures</li> </ul>                                                                      |
| Interact with others       | 2.3                                    | <ul style="list-style-type: none"> <li>Follows accepted practices and protocols for reporting issues to supervisors</li> </ul>                                                                                                                                                                                |
| Get the work done          | 1.1, 1.2, 1.4, 1.5, 1.8, 1.9, 2.1, 2.2 | <ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined, routine tasks</li> <li>Implements actions as per instructions, monitoring results and making adjustments if necessary</li> <li>Plans, identifies and assembles resources required to</li> </ul> |

|  |  |                |
|--|--|----------------|
|  |  | complete tasks |
|--|--|----------------|

## Unit Mapping Information

| Code and title<br>current version                 | Code and title<br>previous version                | Comments                                        | Equivalence status |
|---------------------------------------------------|---------------------------------------------------|-------------------------------------------------|--------------------|
| ICPCBF393 Set up machine for envelope manufacture | ICPCF393C Set up machine for envelope manufacture | 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 ICPCBF393 Set up machine for envelope manufacture

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## Performance Evidence

Evidence of the ability to:

- set up window cutting and patching units and produce a clean window cut with correct gum position, even level patch size and position, according to job specifications, enterprise procedures and performance criteria, and within the production timeframe
- 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:

- describe correct procedures for set-up according to health and safety and workplace requirements
- explain factors that determine selection of materials and adhesives
- explain enterprise procedures for quality standards, reporting faults and emergencies
- identify principles of envelope manufacture and setting window cutting and patching units
- list common faults associated with window cutting and patching.

## 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 and envelope manufacturing equipment with window cutting and patching units.

Assessors must satisfy NVR/AQTF assessor requirements.

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