



Australian Government

ICPCBF407 Operate a smart card machine and pack product

Release: 1

ICPCBF407 Operate a smart card machine and pack 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 operate a smart card machine, monitor production for problems, correctly pack product and clear the machine of materials and wastage.

It applies to individuals who have some responsibility for preparation, monitoring and operation of machinery and equipment, maintaining production and quality of output.

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. Monitor production process	1.1 All details required for the job are checked and confirmed against job specifications 1.2 Supply of materials throughout run is maintained 1.3 Machine is run at optimum speed for maintaining quality outputs 1.4 Samples from the machine are selected and checked to ensure they conform to job specifications 1.5 Machines are adjusted to maintain quality of outputs
2. Maintain quality	2.1 Correct procedures for removal of waste are followed according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	2.2 Samples are continuously monitored for defects, and defects are removed 2.3 Efficiency, quality and output rate of production run are monitored for problems and any deficiencies resolved 2.4 Milled cavities are checked to ensure right cavity depth for the chips 2.5 Die cuts are correct and meet quality standards 2.6 Correct amount of glue is applied by the dispensing station 2.7 Chips are correctly inserted into the cavity by the implanting module 2.8 Print quality meets standards in the job specifications or sample
3. Code and check chips	3.1 Encoder settings are correct and conform to job specifications 3.2 Tester settings are correct and conform to job specifications 3.3 Details of any cards needing to be remade are entered into computer console
4. Monitor printer unit	4.1 Ink and solvent levels are monitored and filled when required and stock levels are recorded according to enterprise procedures 4.2 Quality of inkjet is monitored to ensure it conforms to job specifications 4.3 Chemicals are handled according to work health and safety (WHS) requirements 4.4 Drying is checked as sufficient to key ink to the substrate
5. Identify problems	5.1 Faults that affect quality of the cards are identified and rectified 5.2 Problems that reduce rate of output are identified and fixed 5.3 Faults that affect efficient operation of equipment are identified and deleted
6. Unload and pack cards	6.1 Cards are unloaded according to WHS requirements, manufacturer's specifications and enterprise procedures 6.2 Reconciliation and final quality check are documented 6.3 Cards are prepared (stacked, wrapped and labelled) for next process according to manufacturer's specifications and enterprise procedures 6.4 Wastage is recorded and disposed of according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	procedures
7. Shut down machine	7.1 Dispensing needle is moved to the safety position and solvent is checked to ensure needle coverage 7.2 Inkjet is cleaned and shutdown according to manufacturer's specifications 7.3 Encoding computer is shut down correctly to ensure no loss of data 7.4 Milling vacuum is emptied and cleaned 7.5 Machine and work area are cleaned according to enterprise procedures 7.6 Air supply is turned off 7.7 Waste chemicals are handled and disposed of according to WHS requirements

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, 1.4, 2.8, 3.1, 3.2, 4.2	- Recognises and interprets text to confirm work requirements from information in specifications and organisational documents - Checks settings on equipment to confirm accuracy
Writing	4.1, 6.2-6.4	Completes records and labels using correct format and language
Numeracy	4.1	Uses basic mathematical formulae to calculate stock and wastage levels
Navigate the world of work	2.1, 4.1, 4.3, 6.1, 6.3, 6.4, 7.5, 7.7	Recognises and follows organisational and regulatory requirements associated with own role
Get the work done	1.1-1.5, 2.1-2.8, 3.1-3.3, 5.1-5.3, 6.1-6.4, 7.1-7.7	- Takes responsibility for planning, organising and implementing tasks monitoring output and making adjustments if necessary - Recognises and takes responsibility for addressing predictable, and some less predictable, problems in

		familiar work contexts • 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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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF407 Operate a smart card machine and pack product	ICPCF407C Operate a smart card machine and pack product	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 ICPCBF407 Operate a smart card machine and pack product

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Performance Evidence

Evidence of the ability to:

- operate a smart card machine and produce cards for TWO different jobs according to job specifications and within the production timeframe
- demonstrate all safety devices on the smart card printing and encoding machine.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

Evidence of the ability to:

- describe operation of the card printing unit
- describe operation of the card encoding unit
- identify production quality requirements
- describe waste disposal procedures
- describe correct material handling procedures
- list principles of printing and ink usage.

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:

- smart card printing and encoding machine
- special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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