



Australian Government

ICPSUP201 Prepare, load and unload reels and cores on and off machine

Release: 1

ICPSUP201 Prepare, load and unload reels and cores on and off machine

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 load and unload reels and cores on and off machines.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, and use limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Support

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 reels and cores	1.1 Faulty material is visually identified and removed according to enterprise procedures 1.2 Substrate is positioned in correct unwind direction 1.3 Substrate is spliced/joined according to job requirements 1.4 Reel cores are selected or prepared to meet work health and safety (WHS) requirements and job specifications
2. Load reels and cores onto machine	2.1 Reels are loaded according to WHS requirements and manufacturer's and enterprise procedures and specifications 2.2 Reel cores are loaded to meet job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.3 Area around machine is cleaned during and on completion of loading
3. Unload reels off machine	3.1 Reels are unloaded according to WHS requirements and manufacturer's and enterprise procedures and specifications 3.2 Reels are prepared (stripped, stacked, wrapped, labelled) for next process according to manufacturer's and enterprise procedures and specifications 3.3 Reels are stored according to manufacturer's and enterprise procedures and 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, 1.3, 1.4, 2.1, 2.2, 3.1-3.3	Recognises text within job specifications and follows written instructions
Navigate the world of work	1.4, 2.1, 3.1-3.3	Recognises and follows organisational and legislative requirements associated with own role
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.3	- Follows pre-determined, sequenced plans for tasks with more than one step - Follows clear, step-by-step instructions or procedures to address a small set of identified, routine problems directly relevant to own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP201 Prepare, load and unload reels and cores on and off	ICPSU201C Prepare, load and unload reels and cores on and off	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
machine	machine		

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 ICPSUP201 Prepare, load and unload reels and cores on and off machine

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Performance Evidence

Evidence of the ability to:

- identify all stop and safety controls on the machine
- correctly load and unload reels and cores on and off machines while maintaining health and safety standards
- prepare, load and unload at least TWO wide or narrow reels and cores, demonstrating both manual and either semi-automatic or automatic splicing, according to job specifications (both tapes and adhesive splicing mechanisms must be demonstrated).

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 health and safety factors relating to manual handling of reels as well as eliminating potential dangers by ensuring correct placement of all nip points, guards and safety devices on relevant machines
- describe location of machine manuals, safety and other documentation relevant to this task and outline information included in them
- explain techniques that could be used to:
 - combat distorted reels and cores
 - join reels to the web
 - identify reel grain direction
 - manually handle reels
 - prepare and load selected reels
 - unload reels off the machine for further processing
 - identify faulty reels and cores
- summarise how to determine:

- information that can be obtained from the reel label
- characteristics of reels
- features that indicate a reel is faulty
- position of reels on the unwind unit
- faults created by reels being unloaded incorrectly
- preparations to consider for the next operation.

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 Support field of work and include access to a printing or converting machine.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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