



Australian Government

ICPSUP2020 Prepare, load and unload product on and off machine

Release: 1

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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 prepare, load and unload product on and off machines according to work health and safety (WHS) requirements and manufacturer/supplier specifications with minimum downtime.

This unit applies to individuals who provide production, corrugating and mail house support across various sectors of the printing and graphic arts industry. They use limited practical skills and fundamental knowledge in a defined context, and 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 product	1.1 Interpret job sheets 1.2 Locate and prepare product 1.3 Position product on machine to meet job specifications 1.4 Identify faulty product and remove according to WHS requirements and enterprise procedures
2. Load product onto machine	2.1 Load product according to WHS requirements and manufacturer specifications and enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	2.2 Clean area around machine during and on completion of loading
3. Unload product off machine	3.1 Unload product according to WHS requirements and manufacturer specifications and enterprise procedures 3.2 Prepare product for next process according to enterprise procedures 3.3 Store product according to manufacturer specifications and 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	Description
Writing	Records key information related to outcomes of the job
Numeracy	Uses simple mathematical calculations and arranges sequential numerical information
Self-management	Identifies and follows enterprise and regulatory requirements associated with own role
Planning and organising	Follows pre-determined, sequenced plans for tasks with more than one step
Problem solving	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

Supersedes and is equivalent to ICPSUP202 Prepare, load and unload product on and off machine.

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 ICPSUP2020 Prepare, load and unload product on and off machine

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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:

- prepare, load and unload product on and off any one machine on at least two occasions in the printing and graphic arts industry according to enterprise procedures and work health and safety (WHS) requirements.

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:

- enterprise procedures and WHS risks and requirements for:
 - manual handling of substrates
 - loading and unloading sheets and product off the machine
 - cleaning the work area
- information that can be obtained from the package label
- benefits of fanning sheets prior to stacking or loading
- elements of a knocked up stack and techniques to ensure stack is knocked up as required
- visual signs of fault in product
- conditions that cause a stack to become uneven
- techniques to combat distorted stacks
- methods for identifying watermarks in substrates and positioning them
- different characteristics of coated and uncoated stocks
- faults created by substrates being unloaded incorrectly
- grain direction of a substrate
- procedures for preparing and loading selected substrates
- required manual handling of the substrate
- procedure for unloading sheets off the machine
- procedures for turning substrates

- product storage procedures
- 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 support field of work and include access to:

a printing or converting machine.

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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