



**Australian Government**

# **ICPSUP202 Prepare, load and unload product on and off machine**

**Release: 1**

# ICPSUP202 Prepare, load and unload product 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 prepare, load and unload product on and off machines according to work health and safety (WHS) requirements and manufacturer/supplier's 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 Job sheets or equivalent are interpreted correctly<br>1.2 Product is located and prepared to meet job specifications<br>1.3 Product is positioned correctly on the machine to meet job specifications<br>1.4 Faulty product is visually identified and removed according to WHS requirements and enterprise procedures |
| 2. Load product onto                             | 2.1 Product is loaded according to WHS requirements and                                                                                                                                                                                                                                                                    |

| ELEMENT                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| machine                       | <p>manufacturer's and enterprise procedures and specifications</p> <p>2.2 Area around machine is cleaned during and on completion of loading</p>                                                                                                                                                                                                                                                        |
| 3. Unload product off machine | <p>3.1 Product is unloaded according to WHS requirements and manufacturer's and enterprise procedures and specifications</p> <p>3.2 Product is prepared (hand-stripped, stacked, wrapped, labelled) for next process according to manufacturer's and enterprise procedures and specifications</p> <p>3.3 Product is stored according to manufacturer's and enterprise procedures and specifications</p> |

## 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, 2.1, 3.1-3.3, | <ul style="list-style-type: none"> <li>Recognises text within job specifications and follows written instructions</li> </ul>                                                                                                                                                     |
| Writing                    | 1.1, 3.2               | <ul style="list-style-type: none"> <li>Records key information related to outcomes of the job</li> </ul>                                                                                                                                                                         |
| Numeracy                   | 1.1, 1.2, 3.2          | <ul style="list-style-type: none"> <li>Uses simple mathematical calculations and arranges sequential numerical information</li> </ul>                                                                                                                                            |
| Navigate the world of work | 1.4, 2.1, 3.1-3.3      | <ul style="list-style-type: none"> <li>Recognises and follows organisational and legislative requirements associated with own role</li> </ul>                                                                                                                                    |
| Get the work done          | 1.2-1.4, 2.2, 3.2, 3.3 | <ul style="list-style-type: none"> <li>Follows pre-determined, sequenced plans for tasks with more than one step</li> <li>Follows clear, step-by-step instructions or procedures to address a small set of identified, routine problems directly relevant to own role</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                             | Code and title<br>previous version                            | Comments                                        | Equivalence status |
|---------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------|--------------------|
| ICPSUP202 Prepare, load and unload product on and off machine | ICPSU202C Prepare, load and unload product on and off machine | 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 ICPSUP202 Prepare, load and unload product on and off machine

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## Performance Evidence

Evidence of the ability to:

- correctly prepare, load and unload product on and off machines according to health and safety requirements and manufacturer's/supplier's specifications with minimum downtime
- prepare, load and unload product on and off any ONE appropriate machine incorporating specific enterprise requirements; manual techniques; fanning, turning, jogging (where appropriate) and stacking; to job and workplace specifications.

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:

- outline information that can be obtained from the package label
- describe benefits of fanning sheets prior to stacking or loading
- identify elements of a correctly knocked up stack
- describe conditions that cause a stack to become uneven
- list techniques to combat distorted stacks
- outline techniques to ensure the stack is knocked up correctly
- identify health and safety concerns relating to manual handling of substrates as well as unloading sheets off the machine
- explain how watermarks are identified in substrates and how to position them correctly
- describe different characteristics of coated and uncoated stocks
- outline faults created by substrates being unloaded incorrectly
- identify the grain direction of a substrate
- explain how to prepare and load selected substrates
- demonstrate knowledge of correct manual handling of the substrate
- explain how to unload sheets off the machine

- describe procedures for turning substrates
- locate machine manuals, safety and other documentation relevant to this task, and outline the information included in them.

## **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.

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