



Australian Government

ICPSUP208 Operate and monitor machines (basic)

Release: 1

ICPSUP208 Operate and monitor machines (basic)

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 and monitor machines under supervision according to enterprise requirements.

It applies to individuals working as machine-minders and off-siders assisting in the operation of a machine. This unit is an integral part of most printing and converting, and binding and finishing produce units.

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. Operate and monitor delivery systems	1.1 Job sheets or equivalent instructions are interpreted correctly 1.2 Delivery systems are monitored and adjusted to ensure efficient and continuous operation and avoid damage to finished product 1.3 Substrate is added to and removed from process according to job instructions 1.4 Need for major adjustment to process is identified and reported to designated person according to enterprise operating procedures
2. Maintain and monitor production process	2.1 Production process is operated and monitored in association with fellow workers and according to enterprise specifications and

ELEMENT	PERFORMANCE CRITERIA
	planned daily schedule 2.2 Product is monitored and minor adjustments are made to ensure quality of output is maintained 2.3 Need for major adjustments to process is identified and reported to appropriate person according to operating procedure 2.4 Faulty performance of equipment is identified and reported according to enterprise procedures within defined work area 2.5 Waste is sorted according to enterprise procedures
3. Conduct shutdown of production process	3.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 3.2 Shutdown is conducted in association with fellow workers and in compliance with work health and safety (WHS) requirements 3.3 Unused materials are stored according to manufacturer's/supplier's specifications and enterprise operating procedures 3.4 Used plates, cutting and other devices are removed and stored according to manufacturer's/supplier's specifications and enterprise operating procedures 3.5 All product is removed from operating area according to enterprise procedures and WHS standards 3.6 Machine faults requiring repair are identified and reported to designated person, according to enterprise procedures 3.7 Repair/adjustment is verified prior to resumption of operations
4. Clean and wash up machine at end of run	4.1 Machine units, as relevant to process, are cleaned ready for next run 4.2 Inking/gluing/coating system, if used in process, is washed ready for next run, and waste is disposed of according to enterprise and regulatory requirements 4.3 In-line printing/converting/binding/finishing/coating units are cleaned ready for next run 4.4 Feed, transportation and delivery systems are disengaged and cleaned ready for next run

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, 3.1, 3.3, 3.4, 3.5, 3.6	Reviews and interprets job sheet instructions correctly
Writing	1.4, 2.3, 2.4, 3.2, 3.6	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	2.1, 3.2	Identifies and reports adjustments and faults to co-workers
Numeracy	2.2, 3.7	Uses basic mathematical formulae to determine required consumables, adjust equipment and machinery, and estimate time required to complete job
Navigate the world of work	2.4, 2.5, 3.1, 3.2, 3.5, 3.6, 4.2	- Takes some personal responsibility for adherence to organisational policies and procedures - Considers own role for its contribution to broader goals of work team
Interact with others	2.1, 3.2	Cooperates with others as part of familiar, routine activities and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.4, 2.1-2.4, 3.3, 3.4, 3.6, 3.7, 4.1-4.4	- With assistance, determines priorities and sequences steps involved in clearly defined, familiar tasks and identifies and assembles required resources - Understands purpose and some specific functions of some common digital tools used in work contexts - Takes responsibility for routine low-impact decisions within familiar situations - Begins to identify and implement standard solutions for an increasing range of routine problems

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Delivery systems MUST include EITHER:	• reel OR • sheet
Monitoring and adjusting MUST include EITHER:	• reel stand and rewind section • web control system • sheeting section OR • feeder • sheet or product pick-up and transportation system • transfer system • delivery system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP208 Operate and monitor machines (basic)	ICPSU208C Operate and monitor machines (basic)	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 ICPSUP208 Operate and monitor machines (basic)

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Performance Evidence

Evidence of the ability to:

- correctly operate and monitor machines according to job and enterprise requirements
- demonstrate knowledge of all safety devices on the machine
- operate, monitor, shut down and clean any ONE machine according to manufacturer's specifications under the supervision of, or in conjunction with, a worker with the appropriate skills.

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:

- handling of supplies, parts and finished product
- explain how to avoid back strain when lifting heavy objects
- explain how to avoid damaging finished product
- identify supplies that require special handling

For reel systems only

- identify area of the web control system to adjust to maintain correct web tension

For sheet systems only

- outline areas of the transport and delivery systems to monitor to ensure trouble-free operation
- describe what to check when removing a substrate from the machine

Maintaining production processes

- outline the basic criteria for assessing finished product
- list adjustments to the machine to correct TWO different production or quality problems

Shutdown procedures

- list areas of the machine that are modified during shutdown
- identify areas of the machine to check for possible repair
- describe details to include when labelling unused ink

Cleaning and washing machine

- explain how an ineffective wash-up can effect the following production run

Health and safety

- identify health and safety factors that must be considered when:
 - setting and/or operating machine transport and delivery systems
 - operating and monitoring the production process
 - washing a machine
 - safely switching off machinery before cleaning.

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 in a production environment.

Assessors must satisfy NVR/AQTF assessor requirements.

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