



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPCF105C Operate in-line mail machine**

**Revision Number: 1**

## ICPCF105C Operate in-line mail machine

### Modification History

Not applicable.

### Unit Descriptor

|                        |                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit descriptor</b> | This unit describes the performance outcomes, skills and knowledge required to safely operate an intelligent in-line cut sheet form feeder, folder and inserter mail machine. |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Application of the Unit

|                                |                                                                                                                                                                                                                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Application of the unit</b> | This unit requires the individual to safely operate and monitor an in-line mail machine. The individual will be required to rectify any production faults but not machinery problems. The individual will off load the completed packages and correctly pack and label them for further distribution. |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
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## Employability Skills Information

|                             |                                          |
|-----------------------------|------------------------------------------|
| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

|                                                                   |                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide. |
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## Elements and Performance Criteria

| ELEMENT              | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Monitor operation | <ul style="list-style-type: none"><li>1.1. Job is signed off by printers and ready for <b><i>mailing procedures</i></b></li><li>1.2. <b><i>Machine</i></b> is jogged to ensure correct positioning and hopper feed operation</li><li>1.3. All <b><i>units</i></b> are monitored to ensure optimum operation</li><li>1.4. Envelopes are manipulated and fanned to ensure they move efficiently through the machine</li><li>1.5. Folds, inserts and envelopes are continuously monitored for defects and defects are put aside for remake</li><li>1.6. <b><i>Materials</i></b> are checked and hoppers reloaded as required</li></ul> |
| 2. Check quality     | <ul style="list-style-type: none"><li>2.1. Mail is monitored to ensure quality standards are met</li><li>2.2. Supervisor is contacted when the quality standards are not met</li><li>2.3. Sequence is monitored according to job specifications</li><li>2.4. The number of spoils are documented according to enterprise procedures</li></ul>                                                                                                                                                                                                                                                                                       |
| 3. Pack envelopes    | <ul style="list-style-type: none"><li>3.1. Completed envelopes are unloaded and checked for quality</li><li>3.2. Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications</li><li>3.3. Sequence numbers and postcodes are in correct pre-sort order ensuring job continuity</li><li>3.4. The job is reconciled and documented and the supervisor is notified if the job does not reconcile</li></ul>                                                                                                                                                                 |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- basic computer skills
- OHS in relation to operating machinery
- communication skills to read job specifications
- teamwork when notifying the supervisor of problems
- problem solving when reconciling the job
- basic numeracy skills to reconcile mail
- effective communication and teamwork with colleagues and supervisors

#### Required knowledge

- waste disposal procedures

## Evidence Guide

### EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- safely operate and monitor production on an in-line mail machine and correctly notify supervisor when problems arise
- demonstrate all safety devices on the machine
- the individual will complete TWO entire jobs that include multiple inserts
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

#### Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these
- off the job assessment must be undertaken in a closely simulated workplace environment.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

#### Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICPSU243C Reconcile process outputs.

## Range Statement

| RANGE STATEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included. |                                                                                                                               |
| <b><i>Mailing procedures</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>job could be mailed or returned to client.</li> </ul>                                  |
| <b><i>Machine</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>intelligent in-line cut sheet form feeder, folder and inserter.</li> </ul>             |
| <b><i>Units</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>hoppers, folders, inserters, folders, accumulator, sealers, exit conveyors.</li> </ul> |
| <b><i>Materials</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>printed multiple or single inserts and envelopes, water for gluing, glue.</li> </ul>   |
| <b><i>Mail type</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>full rate, National pre-sort, DPID.</li> </ul>                                         |

## Unit Sector(s)

|             |  |
|-------------|--|
| Unit sector |  |
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## Competency field

|                  |                                   |
|------------------|-----------------------------------|
| Competency field | Converting, Binding and Finishing |
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## Co-requisite units

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| Co-requisite units |  |  |
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