



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF208C Set up and operate a cheque mailer machine

Revision Number: 1

ICPCF208C Set up and operate a cheque mailer machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to safely set up and operate a cheque mailer machine.
------------------------	---

Application of the Unit

Application of the unit	This unit requires the individual to safely set up, operate and monitor a cheque mailer machine. The individual will be required to rectify any production faults but not machinery problems. The individual will off load the completed books and correctly pack and complete reconciliation requirements.
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or process control system 1.2. The books are checked and in correct order and position for the job 1.3. First and last name listings are checked as correct 1.4. The correct envelopes are obtained from enterprise storage area and water container is checked 1.5. Envelopes are correctly loaded and hopper guides adjusted according to job specifications 1.6. Books are correctly loaded and book feeder adjusted according to job specifications 1.7. All feeders and conveyor belts are clean and clear 1.8. Work area is safe and ready for production according to safety requirements
2. Monitor operation	2.1. <i>Machine</i> is jogged to ensure correct positioning and hopper feed operation 2.2. Books and envelopes are replenished to ensure continuous supply 2.3. Books and envelopes are continuously monitored for faulty work and put aside securely for remake
3. Reconcile job	3.1. The sequence of names is checked against job specifications/listing sheet 3.2. The number of spoils are documented according to enterprise procedures 3.3. The details of the spoils are marked off on job documentation and the supervisor is notified 3.4. All remaining documentation is completed according to reconciliation and <i>security</i> requirements
4. Complete job	4.1. Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications 4.2. Faulty work is disposed of according to security requirements 4.3. The machine is cleared and stock put away according to security requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS in relation to operating machinery
- communication skills to read job specifications and complete workplace documentation
- basic numeracy skills to reconcile mail
- organising the job by ensuring that materials are in the correct order and position prior to production
- working in a team by maintaining the production process in association with others
- using technology such as cheque mailing machines
- problem solving by identifying and rectifying production faults

Required knowledge

- waste disposal procedures
- understanding of security requirements

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 a cheque mailer machine and complete all required documentation and reconciliations. This will be done with minimum downtime
- demonstrate all safety devices on the machine
- the individual will complete TWO entire jobs that include documenting all faults and reconciling the work. This will be done with minimum downtime
- 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
- access to a cheque mailer machine.

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.	
<i>Machine</i> may include:	cheque book mailer machine.
<i>Security</i> may include:	- reconciliation systems - storage processes - disposal processes.
<i>Materials</i> may include:	envelopes of different sizes, water, glue, cheque books.
<i>Mail type</i> may include:	- full rate - national pre-sort - DPID.

Unit Sector(s)

Unit sector	
-------------	--

Competency field

Competency field	Converting, Binding and Finishing
------------------	-----------------------------------

Co-requisite units

Co-requisite units		

