



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF209C Set up and operate in-line mail machine

Revision Number: 1

ICPCF209C Set up and operate in-line mail 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 an intelligent in-line cut sheet form feeder, folder and inserter mail machine.
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Application of the Unit

Application of the unit	This unit requires the individual to safely set up, operate and monitor an in-line mail machine. The individual will be required to rectify any production problems and replace machinery consumables. The individual will off load the completed packages and correctly pack and label them for further distribution.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or process control system 1.2. Job is signed off by printers and ready for mailing procedures 1.3. Mailing procedures are identified from job specifications 1.4. The materials are checked and in correct order for the job and all sheets are in the correct position for bar code scanning if required 1.5. All tracks and conveyor belts are clean and clear 1.6. Work area is safe and ready for production according to safety requirements
2. Set up job	2.1. The mail type is identified from job specifications 2.2. Number and type of inserts are identified 2.3. Job specifications are entered into console 2.4. Settings are checked against job specifications before production is commenced
3. Monitor operation	3.1. Machine is jogged to ensure correct positioning and hopper feed operation 3.2. All sections of the machine are monitored to ensure optimum operation 3.3. Envelopes are manipulated and fanned to ensure they move efficiently through the machine 3.4. Folds, inserts and envelopes are continuously monitored for defects and defects are put aside for remake 3.5. Materials are checked and hoppers reloaded as required 3.6. Adjustments are made when the quality standards are not met 3.7. Sequence is monitored according to job specifications 3.8. The number of spoils are documented according to enterprise procedures
4. Identify and rectify problems	4.1. Sequence or inserter errors are identified and bar codes checked and changes entered into console, if required 4.2. Tracks, conveyors and sensors are cleaned and cleared if lags and jams occur

ELEMENT	PERFORMANCE CRITERIA
	4.3. Any machine consumables needing replacement are replaced or adjusted with a minimum of downtime 4.4. Faulty performance of equipment is identified and reported according to enterprise procedures 4.5. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards
5. Pack envelopes	5.1. Completed envelopes are unloaded and checked for quality 5.2. Completed packages are packed into labelled trays and Australia Post labels are affixed according to job specifications 5.3. Sequence numbers and postcodes are in correct pre-sort order ensuring job continuity 5.4. The job is reconciled and documented and the supervisor is notified if the job does not reconcile 5.5. The machine is cleared and stock put away

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- using technology such as computers and in-line mail machines
- OHS in relation to operating machinery
- literacy skills to read job specifications and document results of job reconciliation
- basic numeracy skills to reconcile mail
- planning and organising by ensuring that materials are in the correct order and position prior to production
- teamwork by maintaining the production process in association with others
- problem solving by identifying and rectifying faults in the operation of the machine

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 set up, operate and monitor an in-line mail machine and rectify any faults with productions. This will be done with minimum downtime
- demonstrate all safety devices on the machine
- the individual will set up and complete a job that includes multiple inserts and rectify any routine production problems that occur, 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 an in-line cut sheet form feeder, folder and inserter.

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/observation 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>Mailing procedures</i> may include:	• job could be mailed or returned to client.
<i>Materials</i> may include:	• printed multiple or single inserts and envelopes, water for gluing.
<i>Mail type</i> may include:	• full rate • national pre-sort • DPID.
<i>Machine</i> may include:	• intelligent in-line cut sheet form feeder, folder and inserter.
<i>Sections</i> may include:	• hoppers • folders • inserters • accumulator • sealers • exit conveyors.
<i>Machinery consumables</i> may include:	• stacker wheels, belts, suckers, gripper arms, water brush, OMR readers, bar code readers, adjustments to a double detector.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Converting, Binding and Finishing
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Co-requisite units

Co-requisite units		