



Australian Government

ICPCF243C Set up machine for basic collating or inserting (sheet/section)

Revision Number: 1

ICPCF243C Set up machine for basic collating or inserting (sheet/section)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up a machine for basic collating, gathering or inserting of sheets or sections.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a machine for basic collating, gathering or inserting of sheets or sections and is appropriate for binding and finishing operations, mail houses and newspapers
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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 production control system 1.2.Set-up is carried out correctly in minimum time with minimum wastage 1.3.Availability of all job related components is checked
2. Set up sheet/section system	2.1.Feeder and delivery systems are set up and adjusted according to job specifications 2.2.Double/misfeed detectors are set up according to job specifications 2.3.Sheet/section pick-up, transfer and transportation system is set up and adjusted according to job specifications 2.4.Transfer systems are set up and adjusted according to job specifications
3. Set up machine and conduct sample run	3.1.Collating/inserting system is set up and adjusted according to job specifications 3.2.Material to be used for sample is organised correctly 3.3.Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures
4. Organise sample inspection and/or testing	4.1.Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 4.2.Results are interpreted to determine adjustment requirements 4.3.Adjustment changes are carried out according to product and machine specifications

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 when monitoring and verifying performance using process control systems and reading and interpreting job specifications
- planning and organising when setting up the sheet/section delivery system according to job specifications
- teamwork when conducting the shutdown with fellow workers
- using technology by using the double/misfeed sheet calliper system
- identifying problems and faults and developing solutions, for example interpreting the results of tests and determining adjustment requirements

Required knowledge

- important information concerning collating that will be included in the job documentation or production control system
- OHS factors that need to be considered when setting up sheet/section transportation and delivery systems
- important factors to consider when setting up the feeder
- the setting up of the double/misfeed sheet calliper system
- considerations needed to ensure smooth transportation and delivery of the sheets or sections through the machine
- the names of the different types of sheet/section delivery systems
- the largest and smallest sheet or section size that can be run through this machine
- areas of the machine that should be adjusted to allow for 42 gsm stock
- the major OHS factors to consider when running this machine
- factors that govern the speed at which the machine can operate
- indicator that the machine was in need of lubrication
- OHS factors that need to be considered before readjusting the machine
- an acceptable collating result
- the cause of sheets creasing in the machine delivery
- adjustment that should be made to the machine to alleviate "bruising" of NCR paper
- circumstances that the machine would need to be adjusted
- machine manuals, safety and other documentation that are relevant to this task, where they are kept and information that is included in these documents

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: • Correctly set up machines for basic collating or inserting according to job specifications and within the production timeframe • Demonstrate an ability to find and use information relevant to the task from a variety of information sources • Demonstrate all safety devices on the machine • Set up a collating or inserting machine for basic collating or inserting for TWO different jobs (if possible ONE sheet and ONE section) involving at LEAST FOUR or FIVE products, according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria • Demonstrate computerised control, monitoring and data entry systems if available and appropriate.
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 • Assessment off the job 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: • ICPCF220C Produce basic converted or finished product • ICPSU202C Prepare, load and unload product on and off machine

EVIDENCE GUIDE

	• ICPSU207C Prepare machine for operation (basic). Depending on the configuration of equipment and types of jobs, the following units may also be assessed at the same time: • ICPCF223C Set up machine for cutting (trimming) • ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening • ICPCF320C Produce complex converted or finished product • ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening.
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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>Collating/inserting</i> process may include:	• collating/inserting of sheets, book sections or other products of identical or varied form, weight, shape.
<i>Substrate types</i> may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, or metal.
<i>Substrate handling</i> may include:	• large or small sheet/sections.

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		