



Australian Government

ICPCF244C Produce basic collated or inserted (sheet/section) product

Revision Number: 1

ICPCF244C Produce basic collated or inserted (sheet/section) product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce a basic collated or inserted sheet or section product.
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Application of the Unit

Application of the unit	This unit requires the individual to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and correctly clean and shut down equipment.
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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. Maintain operation of sheet/section transportation system on machine	1.1. Feeder and delivery systems are monitored and adjusted to ensure continuous and efficient feeding to machine 1.2. Sheet/section pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 1.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4. Substrate is added to process according to job specifications
2. Maintain production process	2.1. Collating or inserting process is monitored and adjusted to ensure quality of product meets the standard of the approved sample 2.2. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 2.3. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 2.4. Manual and/or automatic control is used according to job specifications 2.5. Performance is monitored and verified using the process control system according to enterprise procedures 2.6. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 2.7. Process adjustments to eliminate problems are reported according to enterprise procedures 2.8. Waste is sorted according to enterprise procedures 2.9. Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure the quality of product meets the standard of the approved sample
3. Identify and rectify problems and faults	3.1. Problem in collating or inserting (sheet/section) machine is identified and reported according to enterprise procedures 3.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level

ELEMENT	PERFORMANCE CRITERIA
	3.3. Collating or inserting (sheet/section) machine operation is checked to ensure correct operation 3.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 3.5. Repair/adjustment is verified prior to resumption of operations
4. Conduct shutdown of production process	4.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 4.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 4.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
5. Clean (sheet/section) machine at end of run	5.1. Collating or insert machine is cleaned ready for next run 5.2. In-line printing/converting/binding/finishing units are cleaned ready for next run 5.3. Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run 5.4. Production records or other documentation are accurately completed where required by enterprise procedures

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 adjusting machinery to improve performance
- identifying problems and faults and developing solutions

Required knowledge

- OHS factors that should be considered when operating the machine
- factors that govern the speed at which the machine will operate
- OHS factors that should be considered before readjusting the machine
- method of correction that is needed to prevent double sheet feeds
- circumstances that the machine needs to be adjusted
- checks needed when shutting down the machine correctly
- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine
- keeping the machine clear of surface rust (condensation)
- an acceptable collating result
- items that must be checked against client's sample
- 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:

- Produce a collated product that meets job specifications, production timeframes and quality standards
- Demonstrate an ability to find and use information relevant to the task from a variety of information sources
- Use a collating machine for basic collating (gathering and/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 use of 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:

- ICPCF242C Produce basic single or continuous folded product
- ICPSU202C Prepare, load and unload product on and off machine
- ICPSU208C Operate and monitor machines (basic).

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>Substrate handling</i> may include:	large or small sheet/section handling systems.
<i>Collating process</i> may include:	collating/inserting of sheets or book sections of identical form, weight, shape.
<i>In-line process</i> may include:	minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, slitting that do not in themselves constitute another defined unit of competency. Where a major in-line process is defined as a separate competency (eg flat-bed cutting, folding) it should be assessed as such.
<i>Collating units</i> may include:	a range of suction and friction feed machines with manual, semi-automated, fully automated or computerised process control.
<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.

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		