



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF245C Set up and produce hand-collated or -inserted product

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to hand collate or insert product.
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Application of the Unit

Application of the unit	This unit requires the individual to produce hand collated or inserted product.
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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 1.4. Collating/inserting system is set up according to job specifications
2. Conduct sample run	2.1. Material to be used for sample is organised correctly 2.2. Collating or inserting system is operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures
3. Organise sample inspection and/or testing	3.1. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 3.2. Results are interpreted to determine adjustment requirements 3.3. Adjustment changes are carried out according to product specifications
4. Maintain production process	4.1. Hand collating process is monitored and adjusted to ensure quality of product meets the standard of the approved sample 4.2. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 4.3. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 4.4. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 4.5. Process adjustments to eliminate problems are reported according to enterprise procedures
5. Clean work area at end of run	5.1. Collating area is cleaned ready for next run 5.2. Waste is sorted according to enterprise procedures 5.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 5.4. Production records or other documentation are

ELEMENT	PERFORMANCE CRITERIA
	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 adjusting production in consultation with clients and reading and interpreting job specifications from job documentation or production control systems
- planning and organising sample inspection and/or testing
- teamwork when maintaining the production process in association with fellow workers
- using technology by readjusting the collating system
- problem solving by anticipating production difficulties through preventive action

Required knowledge

- important information concerning this task that would be found on the production control job ticket
- steps that should be taken to ensure that the important features of the production control system are followed
- production records that need to be kept or written up
- information that should be included in this reporting procedure and why
- ergonomic and OHS factors that should be considered when setting up the job to facilitate ease of operation
- facilities that are available to assist with the picking up of product by hand
- precautions that should be taken when handling NCR paper
- methods that can be used to separate finished sets of product
- assistance to open of sections to be inserted
- adjustment that should be made to the set up to facilitate a two- or three-person operation
- printed images on sections that ensure correct sequencing
- how these images assure the correct sequence of sections
- steps that should be taken to ensure that important features of the production control system are followed
- areas of the finished product that should be inspected
- steps that should be taken if the test sample is incorrect
- processing remaining sheets (overs) at the completion of the job
- manuals, safety and other documentation that are relevant to this task, wherekept 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 and produce hand collated and inserted product 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
- Set up and collate TWO different jobs (at least FIVE products, and if possible ONE sheet job and ONE section job) by hand according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.

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.

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 process</i> may include:	manual 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		