



Australian Government

ICPCF343C Set up machine for complex collating or inserting (sheet/section/reel)

Revision Number: 1

ICPCF343C Set up machine for complex collating or inserting (sheet/section/reel)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up a machine for complex 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 complex 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 planned and carried out correctly in minimum time with minimum wastage 1.3.Availability of all job related components is checked
2. Set up reel system (OR Element 3)	2.1.Unwind and rewind reels are set up and adjusted according to job specifications 2.2.Webbing procedures are carried out according to job specifications 2.3.Web control system is set up and adjusted according to job specifications 2.4.Reels are spliced/joined according to job specifications
3. Set up sheet/section system (OR Element 2)	3.1.Feeder and delivery systems are set up and adjusted according to job specifications 3.2.Sheet/section/reel pick-up and transportation system is set up and adjusted according to job specifications Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.3.Transfer systems are set up and adjusted according to job specifications 3.4. Substrate is removed from the process according to job specifications 3.5.Sheet/section/reel transfer and control system is set up and adjusted according to job specifications
4. Set up machine and in-line units	4.1. Collating /inserting system is set up and adjusted according to job specifications 4.2.Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 4.3.Assistance is given in set up of major in-line printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)
5. Conduct sample run	5.1.Material to be used for sample is organised correctly 5.2.Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	5.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 5.4. Results are interpreted to determine adjustment requirements 5.5. 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 such as safely switching off machinery before cleaning is started
- communication skills when organising a laboratory test, and reading and interpreting job specifications
- planning and organising when setting up the sheet/section delivery system according to job specifications
- teamwork when assisting with in-line set up units
- using technology when using the double/misfeed sheet calliper system
- problem solving by interpreting 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
- interpretation of information to ensure smooth workflow throughout the factory
- elements that must be considered when planning a collated sample
- OHS factors that must be considered when setting up and/or operating machine transport systems
- areas of the reel stand that should be monitored to ensure trouble-free operation
- area of the web control system that should be adjusted to maintain correct web tension
- area of the web control system that should be adjusted to maintain correct positioning of the web
- important factors to consider when setting up the feeder
- setting up of the double/misfeed sheet calliper system
- considerations to ensure smooth transportation of the sheets or sections to and through the machine
- name of the different types of sheet/section delivery systems
- areas of OHS when the machine is operating
- largest/smallest sheet/section size possible to be run on the machine
- areas of the machine that should be adjusted to allow for 42 gsm stock
- largest/smallest size sheet that can be processed on this machine
- ways that the machine can be adapted to facilitate smaller/larger stock
- factors that govern the speed at which the machine will operate
- indicators that the machine was in need of lubrication
- OHS factors that must be considered when adjusting machine units
- steps that should be taken to ensure correct alignment of in-line processes/units

REQUIRED SKILLS AND KNOWLEDGE

- adjustments that should be made to keep units correctly positioned
- OHS factors that are to be considered before readjusting the machine
- acceptable collating results
- cause of creasing of sheets in the machine delivery
- adjustments to the machine to alleviate "bruising" of NCR paper
- items that must be checked against the client's sample
- circumstances that would the machine 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 complex 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 machines for complex collating (at LEAST four or five products) including in-line processes on FOUR occasions, if possible TWO sheet jobs each using different sizes and weights of substrate and TWO section jobs with and without lip/lap, 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 - off the job assessment 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 this unit may be assessed at the same time as: ICPSU201C Prepare, load and unload reels and cores on and off machine

EVIDENCE GUIDE

- ICPSU202C Prepare, load and unload product on and off machine
- ICPSU207C Prepare machine for operation (basic)
- ICPCF320C Produce complex converted or finished product.

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
- ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening.

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:	wide or narrow reel or large or small sheet handling systems.
<i>Collating process</i> may include:	collating/inserting of sheets or book sections, or reels (may include tabs, crimping) of varied form, weight or shape.
<i>In-line processes</i> may include:	minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, date coding, 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 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, 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		