



Australian Government

ICPCF344C Produce complex collated or inserted (sheet/section/reel) 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 produce a complex collated or inserted sheet, section or reel 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 reel transportation system (OR Element 2)	1.1. Clean collating or inserting (sheet/section/reel) machine at end of run 1.2. Web control system is monitored and adjusted to ensure correct tension and accurate continuous positioning of the web for efficient operation 1.3. Substrate is added to the process according to job specifications
2. Maintain sheet transportation system (OR Element 1)	2.1. Feeder is monitored and adjusted to ensure continuous and efficient feeding to machine 2.2. Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 2.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 2.4. Substrate is added to the process according to job specifications
3. Maintain production process	3.1. Collating or inserting process is monitored and adjusted to ensure quality of product meets the standard of the approved sample 3.2. In-line printing/converting/binding/finishing processes are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.3. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.4. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 3.5. Manual and/or automatic control is used according to job specifications 3.6. Performance is monitored and verified using the process control system according to enterprise procedures 3.7. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.8. Waste is sorted according to enterprise procedures
4. Identify and rectify	4.1. Problems in collating or inserting

ELEMENT	PERFORMANCE CRITERIA
problems and faults	(sheet/section/reel) machine are identified and reported according to enterprise procedures 4.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 4.3. Collating or inserting (sheet/section/reel) machine operation is checked to ensure correct operation 4.4. Process adjustments to eliminate problems are reported according to enterprise procedures 4.5. Faulty performance of equipment is identified and reported according to enterprise procedures
5. Conduct shutdown of production process	5.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 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. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.5. Repair/adjustment is verified prior to resumption of operations
6. Clean collating or inserting (sheet/section/reel) machine at end of run	6.1. Collating or inserting machine is cleaned ready for next run 6.2. In-line printing/converting/binding/finishing units are cleaned ready for next run 6.3. Reel feed transportation and delivery systems are disengaged and cleaned ready for next run 6.4. Sheet feed, transportation and delivery systems are disengaged and cleaned ready for next run 6.5. 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 such as safely switching off machinery before cleaning is started
- communication skills when monitoring and verifying performance using process control systems
- planning and organising when following the correct shutdown sequence
- teamwork when conducting shutdown with fellow workers
- using technology when adjusting machinery to improve performance
- problem solving by identifying problems and faults and developing solutions

Required knowledge

- areas of OHS that consideration should be given when the machine is operating
- factors that govern the speed at which the machine will operate
- indicators that the machine was in need of lubrication
- circumstances that the machine would need to be adjusted
- OHS factors that should be considered before readjusting the machine
- areas of the machine that would cause sheets to crease during production
- causes of the sheets misfeeding during production
- correction of the creasing of sheets
- method of correction that is needed to prevent double sheet feeds
- adjustment that must be made to prevent "bruising" of NCR sheets
- areas that are to be checked when sections are failing to open on the chain
- checks to be made when correctly shutting down the machine
- 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)
- recommended cleaning agents
- production records that need to be kept or written up
- information that should be included in this reporting procedure
- steps that should be taken to ensure that important features of the production control system are followed
- an acceptable collating result
- cause of creasing of sheets in the machine delivery
- machine manuals, safety and other documentation that are relevant to this task and 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 complex 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 • operate machines for complex collating (at LEAST FOUR or FIVE products) including in-line processes on FOUR occasions (if possible TWO sheet jobs using different sizes and weight 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: • ICPSU201C Prepare, load and unload reels and cores on and off machine • ICPSU202C Prepare, load and unload product on and

EVIDENCE GUIDE

	off machine • ICPSU208C Operate and monitor machines (basic) • ICPCF342C Produce complex sequenced or multiple folded product • ICPCF361B 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>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, 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 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		