



Australian Government

Department of Education, Employment and Workplace Relations

ICPIM211C Select and prepare materials for production

Revision Number: 1

ICPIM211C Select and prepare materials for production

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare materials for ink and varnish manufacture.
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Application of the Unit

Application of the unit	This unit requires the individual to prepare materials for ink and varnish manufacture.
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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. Read and interpret job requirements and locate materials	1.1. Material requirements and quantities are correctly identified from documentation 1.2. Materials are located and checked according to enterprise procedures 1.3. Required quantities of material are confirmed and shortages and/or defective materials reported/recorded
2. Prepare materials	2.1. Weighing/measuring devices are checked for accuracy and reset if required 2.2. Bowls, vats, tanks and pots are selected according to job specifications and checked to ensure they are free from contamination 2.3. Quantities of material are weighed/measured 2.4. Materials are prepared according to enterprise procedures 2.5. Quality checks are undertaken according to enterprise procedures 2.6. Materials are adjusted to conform to job specifications
3. Transfer prepared materials to production area	3.1. Prepared materials are correctly stored/transferred/located 3.2. Documentation is accurately completed according to 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
- communicating ideas and information by completing workplace documentation
- collecting, analysing and organising information by identifying job requirements and relevant materials
- planning and organising activities by preparing materials prior to production
- teamwork when contributing to the production process in association with others
- mathematical ideas and techniques by identifying required materials and recording quantities
- problem-solving skills by checking instruments for accuracy and recalibrating
- use of technology by using equipment to prepare materials

Required knowledge

- potential health hazards that is involved in the selection and preparation of materials for ink production
- pollution and environmental issues that need to be considered when working with the raw materials used in ink production
- enterprise procedures and policies that are in place to deal with OHS and environmental hazards
- safety equipment that is required and what do you need to check when fitting and using it
- details that are required for selection of materials for ink production
- determining whether a material is defective
- procedure if there is a material shortage
- checks to be made when measuring each of the types of materials required for ink production
- range of measuring devices used in the work area, how accuracy checks are conducted and procedures for resetting the devices
- checks to be made when preparing containers for ink production
- checks to be made when preparing materials
- methods for checking and adjusting materials
- responsibility for approving prepared materials prior to commencement of production
- procedures for recording the quantities and formulation
- equipment that is used to transfer materials to the preparation area
- 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: - correctly prepare materials for ink and varnish manufacture according to job specifications - demonstrate an ability to find and use information relevant to the task from a variety of information sources - select, measure and prepare TWO batches of materials for use in the production of ink or chemicals, according to manufacturer's and job specifications, OHS requirements, 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. 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.

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>Application</i> may include:	selection/assembly of materials is typically performed by operators, weighers, mixers or stores personnel working under supervision to ensure production requirements are met.
<i>Documentation</i> may include:	- range of records including: - formulae - job dockets - work sheets - job cards - manufacturing orders - specifications - labels - material safety data sheets.
<i>Enterprise procedures</i> may include:	range of enterprise procedures within defined work area as documented in enterprise procedures (SOPs).
<i>Materials</i> may include:	range of raw materials, packaging materials and consumables.
<i>Weighing/measuring devices</i> may include:	- measuring equipment including: - scales - flow meters - graduated vessels.
<i>Containers</i> may include:	- vessels that include: - pans - vats - bowls - tanks - drums - tins - hoppers - bins

RANGE STATEMENT	
	• pails • pots.
<i>Machines/equipment</i> may include:	• pallet mover • drum lifter • wheelbarrow.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Ink Manufacture
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Co-requisite units

Co-requisite units		