



Australian Government

Department of Education, Employment and Workplace Relations

ICPIM251C Filter and pack product

Revision Number: 1

ICPIM251C Filter and pack product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to filter and pack ink and varnish products.
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Application of the Unit

Application of the unit	This unit requires the individual to filter and pack ink and varnish products.
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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 from documentation	1.1. Product to be filtered is identified from job specifications 1.2. Type/size of packing container is identified from job specifications
2. Set up for filtering and packing	2.1. Filtering requirements are identified from job specifications 2.2. The correct filter is selected and fitted according to <i>enterprise procedures</i> 2.3. Appropriate packaging <i>containers</i> are identified and selected according to job specifications 2.4. Containers are checked to ensure that they are free from contamination
3. Filter and pack product	3.1. Product is filtered according to enterprise procedures and OHS requirements 3.2. Product is sampled and tested according to enterprise procedures 3.3. The correct amount of approved product is tinned off according to enterprise procedures 3.4. Container is correctly labelled according to enterprise procedures 3.5. Packed product is stored/despached according to job specifications
4. Complete documentation	4.1. <i>Documentation</i> is 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 documentation according to enterprise procedures
- collecting, analysing and organising information by sampling and testing product according to quality standards
- planning and organising activities by setting up for filtering according to job specifications
- teamwork when completing the packing in association with fellow workers
- mathematical ideas and techniques by identifying correctly sized containers
- problem-solving skills by selecting the correct filter
- use of technology by using filtering equipment

Required knowledge

- potential health hazards involved in the filtering and packing of products
- pollution and environmental issues that need to be considered when working with ink/chemical products
- enterprise policies and procedures 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 the correct selection of packaging containers
- details that are required for the correct selection of filter(s)
- factors that determine the selection of filters
- checks to be made when fitting the filter
- contaminants that can be present and how are they eliminated
- maintenance of quality of the product (viscosity, skin forming) throughout the filter/pack process
- sampling/testing procedures
- problems that may occur in extruding the product and how are they overcome
- weighing methods that are used in the work area
- system that is in place for labelling and storage of packed product
- manuals, safety and other documentation that are relevant to this task and where they are kept

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 filter and pack ink and varnish products according to job specifications
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- filter and pack ink/chemical products into TWO types of packaging container using the correct filtering procedures 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>Enterprise procedures</i> may include:	Range of enterprise procedures within defined work area as documented in enterprise procedures (SOPs).
<i>Containers</i> may include:	Range of packaging containers including pails, tins, drums, bins.
<i>OHS</i> may include:	Includes relevant legislation, regulations and enterprise policies/guidelines.
<i>Documentation</i> may include:	Range of work instructions including formulae, job dockets, work sheets, enterprise procedures (SOPs), manufacturing orders (MOs), specifications, labels, coding systems, material safety data sheets, and computer entry requirements.
<i>Application</i> may include:	Filtering and packing of product is typically performed by operators working under supervision to ensure that quality standards are maintained.
<i>Machines/equipment</i> may include:	Machines/equipment/materials may include pumps, filters, weighing scales, spatulas, cardboard, wax paper, vacuum pack systems, and lifting/shifting devices.

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		