



Australian Government

Assessment Requirements for ICPCBF261

Set up machine for basic adhesive, mechanical or thermal fastening

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- correctly set up machine for basic fastening according to job specifications and within the production timeframe
- find and use information relevant to the task from a variety of information sources
- demonstrate all safety devices on the machine
- set up machine on TWO occasions for adhesive OR mechanical OR thermal fastening, using different weights and sizes of substrate according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- use computerised control, monitoring and data entry systems, if available and appropriate.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

All Systems

- identify work health and safety (WHS) factors for:
 - setting up the machine
 - setting up the delivery systems
 - before readjusting the machine
 - working with hot melt adhesives
- determine important information concerning binding requirements found in the job documentation or production control system
- identify elements to consider when planning a binding sample
- list checks needed when using the delivery systems on the various machines
- identify ways completed work can be secured for dispatch

- explain binding techniques for different types of jobs
- determine in-line units available for these binding processes
- identify circumstances under which the machine would need to be adjusted
- determine quality aspects to consider in the completed binding job
- list steps to ensure important features of the production control system are addressed
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Reel Systems Only

- describe webbing procedures commonly used in the delivery area
- identify areas to consider when setting up the web control system

For Sheet Systems Only

- determine problems likely to be encountered when setting up the sheeter

For Adhesive Or Thermal Only

- identify special delivery problems associated with adhesive machines and requirements to overcome these problems
- determine WHS safeguards necessary with hot melt adhesives
- explain methods of adhesive metering on the machine
- explain care to ensure a neat and clean adhesive binding job

For Mechanical Only

- list parts of the wire stitcher that need to be adjusted to process books of different thicknesses
- determine required positioning of the wire stitches on the book
- explain the difference between a staple and a wire stitch
- determine the appropriate wire calliper for a particular job.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>