



Australian Government

**Assessment Requirements for ICPCBF306
Set up machine for basic carton folding and
gluing**

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 a machine, on at least FOUR occasions, for basic straight line folding and gluing of cartons with different weights and sizes of carton board according to manufacturer's and job specifications and enterprise procedures.

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:

- explain information concerning folding requirements found in the job documentation or production control system
- explain work health and safety factors for:
 - setting up folder transportation and delivery systems
 - setting up and/or adjusting the folding unit
 - adjusting the inkjet printer
 - working with hot melt adhesives
- describe areas of the sheet-fed transportation system to monitor to ensure trouble-free operation
- identify areas of the delivery system to observe to prevent damage to the finished product
- describe ways that folded sheets can be secured for dispatch
- explain causes of scratching/scuffing of substrate during transportation
- describe what determines speed of the machine
- give a detailed account of problems to expect if the machine is running too fast
- demonstrate how roller pressures can be checked for correctness
- explain adjustments to make if the sheet is out-of-square
- provide possible reasons for the sheet being out-of-square

- describe what adjustments to make to ensure sheets are not smudging/scuffing
- recommend adjustments to make if the sheet does not leave the folding unit
- list steps to ensure correct alignment of the inkjet printer
- explain adjustments to make to keep units correctly positioned
- explain what determines the correct binding technique for a job
- describe methods of adhesive metering present on the machine
- explain why it is important to take care to ensure a neat and clean adhesive binding job
- identify segments of quality assurance to inspect at the completion of the sample run
- recommend communication actions to take if the job is out-of-square, if the ink is too wet for production, or if the job does not conform to quality assurance checks
- identify machine manuals and safety documentation relevant to this task, where they are kept, and the information included in them.

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 and use of special purpose tools, materials and equipment including a Royal 40, a Bobst Media, or a Bobst Domino machine.

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>