ICPCBF395 Set up and operate folder gluer machine

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.

Application

This unit describes the skills and knowledge required to set up and operate a folder gluer machine with minimum downtime or wastage.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up and adjust units	1.1 All details required for the job are checked and confirmed against job specifications
	1.2 Correct materials are checked and available for the job
	1.3 Adhesives appropriate for the substrate, application process and machine are selected
	1.4 Work area is made safe and ready for production according to safety requirements
	1.5 Folding guides and pressing plates are set to required dimensions for the job
	1.6 Feeder, folding part, gluer, stacker, belts, vacuums and glue applicators are clean, clear and ready for use
	1.7 Settings are checked against job specifications before production commences

ELEMENT	PERFORMANCE CRITERIA
2. Monitor throughput	2.1 Machine is run at speed required to produce a quality product
	2.2 Machine is jogged to ensure folds and glue are in correct position
	2.3 Guide positions are monitored to ensure adhesive is applied evenly and in correct position
	2.4 Paper moisture is monitored and correct moisture levels are maintained
	2.5 Blank spacing is controlled and product spacing and flow are maintained for efficient operation
	2.6 Folds are correctly placed and the product stacks correctly
	2.7 Glues dry at correct rates for the substrate
3. Confirm quality of output	3.1 A sample from the machine is selected and checked to ensure it conforms to required quality standards
	3.2 Adjustments are made when standards are not met
	3.3 Each process is monitored and minor adjustments are made during production, if required
	3.4 Samples are continuously monitored for defects, and defects are removed
	3.5 Efficiency, quality and output rate of production run are monitored for problems, and any deficiencies resolved
	3.6 Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards
	3.7 Locations of all emergency shutdown buttons and triggers are known

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.7	• Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications

Navigate the world of work	1.6, 3.1, 3.6, 3.7	• Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with respect to workplace safety and emergency procedures
Get the work done	1.1-1.5, 1.7, 2.1, 2.2, 2.4, 2.5, 3.1-3.6	• Determines priorities and sequences steps involved in clearly defined, routine tasks • Plans, identifies and assembles resources required to complete tasks • Implements actions as per instructions, monitoring results and making adjustments if necessary • Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF395 Set up and operate folder gluer machine	ICPCF395C Set up and operate folder gluer machine	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426 e24131d

PwC's Skills for Australia