



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPCF241C Set up machine for basic single or continuous folding**

**Revision Number: 1**

## ICPCF241C Set up machine for basic single or continuous folding

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to set up a machine for basic folding.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to set up a machine for basic folding.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

### Employability Skills Information

<b>Employability skills</b>	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. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or production control system 1.2. Set-up is carried out correctly in minimum time with minimum wastage 1.3. Availability of all job related components is checked
2. Set up reel system (OR Element 3)	2.1. Unwind and rewind reels are set up and adjusted according to job specifications 2.2. Webbing procedures are carried out according to job specifications 2.3. Web control system is set up and adjusted according to job specifications 2.4. Reels are spliced/joined according to job specifications
3. Set up sheet (OR Element 2)	3.1. Feeder and delivery systems are set up and adjusted according to job specifications 3.2. Sheet pick-up and transportation system is set up and adjusted according to job specifications 3.3. Transfer systems are set up and adjusted according to job specifications 3.4. Sheet transfer and control system is set up and adjusted according to job specifications
4. Set up machine for basic single or continuous folding	4.1. <b>Folding</b> units are set up and adjusted according to job specifications 4.2. Folding rollers/belts/rails are set up and adjusted according to job specifications
5. Set up in-line units for basic processes	5.1. Minor <b>in-line</b> printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 5.2. Assistance is given in set up of major in-line printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)
6. Conduct sample run	6.1. Material to be used for sample is organised correctly 6.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 6.3. Sample is visually inspected to determine adjustment requirements

ELEMENT	PERFORMANCE CRITERIA
	<p>6.4. Results are interpreted to determine adjustment requirements</p> <p>6.5. Adjustment changes are carried out according to product and machine specifications</p>

## 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
- communication skills when assisting with the set up of in-line units with other people, and reading and interpreting job specifications
- planning and organising when visually assessing the sample to determine adjustment requirements
- teamwork by conducting the shutdown with fellow workers
- using technology by setting up sheet delivery system on sheet-fed machine
- identifying problems and faults and developing solutions

#### Required knowledge

- information concerning folding requirements that would you expect to find in the job documentation or production control system
- OHS factors that must be considered when setting up and/or operating machine transport systems
- areas of the reel stand that should be monitored to ensure trouble-free operation
- OHS factors that must be considered when setting folder transportation and delivery systems
- areas of the sheet-fed transportation system that should be monitored to ensure trouble-free operation
- areas of the delivery system that should be observed to prevent damage to the finished product
- ways that folded sheets can be secured for dispatch
- OHS factors that must be considered when setting up and/or adjusting the folding unit?
- substrate scratching/scuffing during transportation
- the speed of the machine
- problems that can be expected if the machine is running too fast
- checks of roller pressures for correctness
- adjustment if the sheet is out-of-square
- possible reasons for the sheet being out-of-square
- adjustment to ensure that the sheets are not smudging/"scuffing"
- adjustments if the sheet will not leave the folding unit
- OHS factors that must be considered when adjusting machine units
- steps that should be taken to ensure correct alignment of in-line processes/units
- adjustments that are made to keep units correctly positioned
- segments of quality assurance that would be inspected at the completion of the sample run

**REQUIRED SKILLS AND KNOWLEDGE**

- communication action that should be instigated if job is out-of-square
- communication action that should be instigated if ink is too wet for production
- communication action that should be instigated if the job does not coincide with the sample
- machine manuals, safety and other documentation that are relevant to this task and where they are kept
- information that is included in these documents

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>correctly set up machines for basic folding according to job specifications and within the production timeframe</li> <li>demonstrate an ability to find and use information relevant to the task from a variety of information sources</li> <li>demonstrate all safety devices on the machine</li> <li>set up TWO jobs (if possible using different sizes and weights of substrate) EITHER with a single fold to run continuously OR a single quire fold on a sheet gather/stitch/fold/trim machine OR an automatic web-fed machine to achieve a single fold according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria</li> <li>demonstrate use of computerised control, monitoring and data entry systems if available and appropriate</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>assessment may take place on the job, off the job or a combination of these</li> <li>assessment off the job must be undertaken in a closely simulated workplace environment.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>ICPSU201C Prepare, load and unload reels and cores on and off machine</li> <li>ICPSU202C Prepare, load and unload product on and</li> </ul>



**EVIDENCE GUIDE**

	<p>off machine</p> <ul style="list-style-type: none"><li>• ICPSU207C Prepare machine for operation (basic)</li><li>• ICPCF220C Produce basic converted or finished product.</li></ul> <p>Depending on the configuration of equipment and types of jobs, the following units may also be assessed at the same time:</p> <ul style="list-style-type: none"><li>• ICPCF231C Set up machine for basic flat-bed cutting</li><li>• ICPCF235C Set up machine for basic rotary cutting</li><li>• ICPCF261C Set up machine for basic adhesivemechanical or thermal fastening</li><li>• ICPCF320C Produce complex converted or finished product</li><li>• ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening.</li></ul>
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## Range Statement

RANGE STATEMENT	
<p>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.</p>	
<b><i>Folding process</i></b> may include:	<ul style="list-style-type: none"> <li>single, parallel or continuous folding.</li> </ul>
<b><i>In-line processes</i></b> may include:	<ul style="list-style-type: none"> <li>minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, date coding, slitting that do not in themselves constitute another defined unit of competency. Where a major in-line process is defined as a separate competency (eg flat-bed cutting, folding) it should be assessed as such.</li> </ul>
<b><i>Substrate types</i></b> may include:	<ul style="list-style-type: none"> <li>range of substrates within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, or metal.</li> </ul>
<b><i>Substrate handling</i></b> may include:	<ul style="list-style-type: none"> <li>wide or narrow reel or large or small sheet handling systems.</li> </ul>

## Unit Sector(s)

Unit sector	
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## Competency field

Competency field	Converting, Binding and Finishing
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## Co-requisite units

Co-requisite units		