



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF327C Set up machine for complex rotary die cutting or embossing

Revision Number: 1

ICPCF327C Set up machine for complex rotary die cutting or embossing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up a machine for complex rotary die cutting or embossing.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a machine for complex rotary die cutting or embossing.
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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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for job	<p>1.1. Job specifications are read and interpreted from job documentation or production control system</p> <p>1.2. Set-up is planned and carried out correctly in minimum time with minimum wastage</p> <p>1.3. Availability of all job related components is checked</p>
2. Mount rotary cutting or embossing devices	<p>2.1. Cutting devices or dies are correctly mounted to die cylinders</p> <p>2.2. Cutting devices or dies are registered and proofed on die cylinder</p> <p>2.3. Appropriate cutting devices or dies are selected and secured to machine according to job specifications</p>
3. Set up reel system (OR Element 4)	<p>3.1. Unwind and rewind reels are set up and adjusted according to job specifications</p> <p>3.2. Webbing procedures are carried out according to job specifications</p> <p>3.3. Web control system is set up and adjusted according to job specifications</p> <p>3.4. Reels are spliced/joined according to job specifications</p> <p>3.5. Folder and sheeter are set up and adjusted according to job specifications</p>
4. Set up sheet system (OR Element 3)	<p>4.1. Feeder and delivery systems are set up and adjusted according to job specifications</p> <p>4.2. Sheet pick-up and transportation system is set up and adjusted according to job specifications</p> <p>4.3. Transfer systems are set up and adjusted according to job specifications</p> <p>4.4. Substrate is removed from process according to job specifications</p>
5. Set up machine for basic rotary cutting	<p>5.1. Rotary cutting devices are set up and adjusted according to job specifications</p> <p>5.2. Cutting pressures are set up and adjusted according to job specifications</p> <p>5.3. Counter knives/anvils are set in correct position Set up in-line units</p>
6. Set up in-line units	<p>6.1. Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications</p> <p>6.2. Assistance is given in set up of major in-line</p>

ELEMENT	PERFORMANCE CRITERIA
	printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)
7. Conduct sample run	7.1. Material to be used for sample is organised correctly 7.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 7.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 7.4. Results are interpreted to determine adjustment requirements 7.5. Adjustment changes are carried out according to product and machine specifications

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
- communication skills by reading and interpreting job specifications
- planning and organising when installing a rotary cutting or embossing device into the machine
- teamwork when giving assistance with the setting up of in-line units
- using technology when setting up the web control system and adjusting according to job specifications
- problem solving by readjusting settings based on results of the sample run

Required knowledge

- information concerning rotary die cutting or embossing that you would expect to find in the job documentation or production control system
- information be interpreted to ensure smooth workflow throughout the factory
- factors that must be considered when deciding on a cutting system
- checked when cutting devices are mounted on a cylinder
- methods each of registering and proofing the cutting devices
- checked when the cutting devices are attached to the machine
- criteria that determines the selection of particular cutting devices
- OHS concerns when setting up reel transportation systems
- adjustments to the unwind reel to suit various jobs
- important areas to be considered during webbing procedures
- important areas of the reel delivery system to be adjusted according to job specifications
- steps to be taken to ensure that the delivery system operates effectively
- adjustment to the sheeter during production
- adjustment to the folder during production
- adjustment to the rewind wheel during production
- OHS factors that must be considered when setting up and/or operating sheet transport and delivery systems
- important areas or sections of the feeder unit set up
- adjustments that can be made to the machine to facilitate accurate sheet pick-up and transportation
- areas of the delivery system that should be observed to maintain neat delivery of finished work
- areas of the delivery system that should be observed to prevent damage to the finished product

REQUIRED SKILLS AND KNOWLEDGE

- necessary to be checked when substrate is removed from the machine
- ways in which the finished product can be secured for dispatch
- OHS factors that must be considered when setting up rotary cutting devices
- setting up, adjusting and operating rotary cutting machines
- machine pressure
- machine cutting depths
- adjusting lays for registration and what needs to be checked when it is done
- problems if the counter knives/anvils are incorrectly set
- largest/smallest size sheet that can be processed on this machine
- checked to ensure the suitability of in-line process
- details of the completed sample that should be examined to ensure conformance with the client's requirements
- common faults that can occur with the rotary cutting process
- factors that indicate a need for the replacement of knives/blades/cutting edges
- cutting edges and counter knives (anvils) should be stored to guard against damage and deterioration
- items that must be checked against the client's sample
- machine manuals, safety and other documentation that are relevant to this task and where they are kept and information included in these documents

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • correctly set up machine for complex rotary die cutting or embossing according to job specifications and within the production timeframe • demonstrate an ability to find and use information relevant to the task from a variety of information sources • demonstrate all safety devices on the machine • competency must be demonstrated on EITHER rotary die cutting OR embossing. For either process set up TWO complex jobs (including in-line processes) with different substrates, sizes and patterns according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria • demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • 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	<p>The following assessment method is appropriate for this unit:</p> <ul style="list-style-type: none"> • 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	<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"> • ICPCF320C Produce complex converted or finished product.

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>	
<i>Cutting process</i> may include:	<ul style="list-style-type: none"> rotary die and forme cutting, embossing.
<i>Substrate types</i> may include:	<ul style="list-style-type: none"> range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, corrugated board or metal.
<i>Rotary cutting units</i> may include:	<ul style="list-style-type: none"> a range of machines with dies or cutting formes and manual, semi-automated, fully automated or computerised process control.
<i>In-line processes</i> may include:	<ul style="list-style-type: none"> 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.
<i>Shapes</i> may include:	<ul style="list-style-type: none"> simple, multiple shapes.
<i>Substrate handling</i> may include:	<ul style="list-style-type: none"> wide or narrow reel or large or small sheet handling systems.

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		