



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF392C Produce product on window gluer

Revision Number: 1

ICPCF392C Produce product on window gluer

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce a range of different size jobs on the window gluer.
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Application of the Unit

Application of the unit	This unit requires the individual to produce a range of different size jobs on the window gluer.
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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

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. Maintain operation of transportation system	<p>1.1. Feeder is monitored and adjusted to ensure continuous and efficient feeding of cartons to the machine</p> <p>1.2. Carton pick-up and transport system is monitored and adjusted to ensure accurate continuous carton handling and efficient operation</p> <p>1.3. Transfer systems are monitored and adjusted to ensure correct and continuous carton handling and efficient operation</p>
2. Maintain operation of processes	<p>2.1. Delivery is monitored and adjusted to ensure quality and efficient carton delivery</p> <p>2.2. Registration of gluing is monitored and adjusted to ensure quality of product meets the standard of the approved sample</p> <p>2.3. Adhesion is monitored and adjusted to ensure quality meets the standard of the approved sample</p>
3. Maintain basic rotary cutting process	<p>3.1. Cutting edges and knife condition are monitored and adjusted to ensure the quality of product meets the standard of the approved sample</p> <p>3.2. Cutting pressures are monitored and adjusted to ensure the quality of product meets the standard of the approved sample</p>
4. Maintain production process	<p>4.1. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule</p> <p>4.2. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures</p> <p>4.3. Performance is monitored and verified using the process control system according to enterprise procedures</p> <p>4.4. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention</p> <p>4.5. Process adjustments to eliminate problems are reported according to enterprise procedures</p> <p>4.6. Faulty performance of equipment is identified and reported according to enterprise procedures</p> <p>4.7. Waste is sorted according to procedures</p>
5. Identify and rectify	<p>5.1. Problems in window gluing machine operation are</p>

ELEMENT	PERFORMANCE CRITERIA
problems	<p>identified and reported according to enterprise procedures</p> <p>5.2. Adjustments or corrections are carried out according to enterprise procedures</p> <p>5.3. Problems in film cutting and application operation are identified and rectified according to enterprise procedures</p>
6. Conduct shutdown of production process	<p>6.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures</p> <p>6.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements</p> <p>6.3. Glue system is washed up ready for next run and liquid waste is disposed of according to regulatory requirements and enterprise procedures</p> <p>6.4. Cutting devices are checked and sharpened if needed</p> <p>6.5. Waste cartons are removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures</p> <p>6.6. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures</p> <p>6.7. Repair/adjustment is verified prior to resumption of operations</p> <p>6.8. Production records or other documentation are accurately completed where required by enterprise procedures</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 setting up and operating electronic monitoring systems
- communication skills when ensuring the product quality meets the required quality standard
- planning and organising when following the correct sequence to shut down the machine
- teamwork when maintaining the production process in association with other staff
- using technology when monitoring and adjusting equipment for production purposes and adjusting pressures and registration
- problem solving by identifying problems and faults and developing solutions

Required knowledge

- OHS factors that must be considered when setting up and/or operating machine delivery systems
- areas of the feeder should be monitored to ensure trouble-free operation
- OHS factors that must be considered when using the window facer machine
- areas to continuously observe to ensure the smooth trouble-free operation of the machine
- areas of the gluing and film cutting process that should be monitored to assure the quality of the product
- adjustment of the glue application
- OHS factors that must be considered when adjusting/correcting the machine
- segments of quality assurance that would be inspected at the completion of the sample run
- communication action that should be instigated if job does not coincide with sample
- part(s) of the machine that should be adjusted if window film is cut/slit incorrectly
- factors that cause poor glue adhesion on cartons
- OHS factors that must be considered as a job is completed
- important tasks that must be performed to correctly shut down the machine
- ways in which the finished work is prepared for the next process
- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine
- quality aspects that should be considered in a completed job
- alterations to production to meet client requirements

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- produce a range of different size jobs on the window gluer according to job specifications and within the production timeframe
- produce a range of different size jobs on the window gluer including 1, 2 and 3 cycle operate, and dual feed
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- 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

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- 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

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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>Fastening processes</i> may include:	<ul style="list-style-type: none"> spot and line gluing.
<i>Fastening units</i> may include:	<ul style="list-style-type: none"> a range of machines with 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, 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.

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	

Co-requisite units		