



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR286A Finish a digital product

Revision Number: 1

ICPPR286A Finish a digital product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to finish a digital print product. This could include trimming, folding, padding, stapling, comb and wiro binding.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to the converting and finishing of digitally printed products in a digital environment.</p>
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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. 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 materials is checked and recorded
2. Produce a test copy	2.1. Materials to be used for the job are identified and organised correctly 2.2. Equipment is set up and operated to produce a specified sample according to occupational health and safety (OHS) requirements, manufacturer's specifications and enterprise procedures 2.3. Sample is inspected and/or tested to ensure the job meets job specifications and enterprise standards 2.4. Results are interpreted to determine adjustment requirements 2.5. Adjustments are carried out according to product and equipment specifications
3. Maintain finishing process	3.1. Finishing is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 3.2. Performance is monitored and verified using the process control system according to enterprise procedures 3.3. Finishing difficulties are anticipated and action is taken to prevent occurrence by timely intervention 3.4. Process adjustments to eliminate problems are reported according to enterprise procedures 3.5. Faulty performance of equipment is identified and reported according to enterprise procedures 3.6. Waste is sorted according to enterprise procedures 3.7. Production records or other documentation are accurately completed where required by enterprise procedures
4. Identify and rectify problems and faults	4.1. Problems with finishing equipment are identified and reported according to enterprise procedures 4.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 4.3. Finishing equipment operation is checked to ensure

ELEMENT	PERFORMANCE CRITERIA
	correct operation

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 for reporting faulty equipment performance and completing production records and other documentation
- planning and organising skills for providing information about time and materials requirements for set up, production and finishing to ensure efficient operation
- teamwork skills for maintaining the production process in association with other workers
- numeracy skills for calculating production run and completing documentation
- technical skills for using electronic finishing equipment
- problem-solving skills for recognising finishing faults and determining adjustments

Required knowledge

- OHS factors needed to be addressed when adjusting machinery
- safety measures that should be taken when setting up and operating finishing equipment
- information concerning binding that is found in the job documentation or production control system
- circumstances in which a machine needs to be adjusted
- factors that determine the correct binding technique for a job
- advantages and disadvantages of wiro and comb binding
- advantages and disadvantages of saddle and side stitching
- problems that may occur when folding a digitally printed job
- effect heat may have on a digitally printed product
- correct cutting sequence and lay edges when trimming a job
- grain direction in paper and board
- effects of grain direction on finishing processes
- different types of finishing adhesives and their applications
- problems that can occur if equipment is not properly cleaned and maintained
- location of manuals, safety and other documentation relevant to digital product finishing

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 ability to:

- correctly set up and use binding and finishing equipment to produce finished digitally printed products according to job specifications and within the production timeframe
- find and use information relevant to the task from a variety of information sources
- demonstrate all safety devices on the machine
- finish a digital product using two different types of binding and/or finishing
- set up equipment and produce two bound and/or finished digitally printed products (for each type of binding and/or finishing), according to manufacturer's and job specifications and enterprise procedures.

Context of and specific resources for assessment

Assessment must ensure:

- that conditions are typical ambient conditions found in the workplace
- access to relevant facilities, equipment and materials used for converting and finishing of digitally printed products, such as trimmers, small guillotines, electronic staple machines and wiro binding units
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

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
- third party workplace reports of on-the-job performance by the candidate
- practical demonstration by the candidate when converting and finishing a digitally printed product.

Guidance information for assessment

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

EVIDENCE GUIDE

- ICPPR384A Set up and produce basic digital print.

For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance.

Range Statement

RANGE STATEMENT

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.

<i>Materials</i> may include:	<ul style="list-style-type: none"> • paper • card • plastic • staples • wire spirals • comb spirals • glue.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • a range of finishing equipment found in a digital environment, such as: <ul style="list-style-type: none"> • trimmers • wiro • comb binders • folders.
<i>Finishing difficulties</i> may include:	<ul style="list-style-type: none"> • warping • page curl • creasing • cracking.
<i>Problems may include:</i>	<ul style="list-style-type: none"> • blunt or damaged blades • misaligned or jammed staples • adhesive application • sheet separation.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Printing
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Co-requisite units

Co-requisite units		