



**Australian Government**

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

# **FPIWPP3215B Cut paper**

**Release: 1**

## **FPIWPP3215B Cut paper**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to cut paper to width and length, free of defects in readiness for lamination processes

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPIWPP3215A Cut paper

### **Application of the Unit**

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The unit involves cutting paper in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

#### **Prerequisite units**

## **Employability Skills Information**

**Employability skills**            This unit contains employability skills

## **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.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for cutting	<p>1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to <i>cutting paper</i> are identified and followed</p> <p>1.2. <i>Work order</i> is reviewed and checked with <i>appropriate personnel</i></p> <p>1.3. Type and quantity of paper to be cut is acquired from the veneer production process</p> <p>1.4. <i>Equipment</i> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations</p> <p>1.5. Cutting process is selected and planned in line with site procedures</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Cut paper	<p>2.1. <i>Pre start-up checks</i> are carried out on equipment in line with site requirements</p> <p>2.2. <i>Conveyor</i> and <i>guillotine</i> operation is coordinated with veneer production</p> <p>2.3. Optimal cutting positions are selected to minimise <i>defects</i> and maximise full width sheets</p> <p>2.4. Cutting is conducted and <i>feed rate</i> monitored in line with operational procedures</p> <p>2.5. Conveyors are regularly monitored for material flow problems</p> <p>2.6. Paper is <i>visually assessed</i> through the cutting process</p> <p>2.7. Cutting process and equipment faults are <i>recorded and reported</i> to the appropriate personnel</p>
3. Redistribute material	<p>3.1. Paper is directed and <i>moved to storage</i> or processing operations in line with site requirements</p> <p>3.2. Sub-standard and defective paper is rejected and <i>disposed of</i> in line with site procedures and environmental requirements</p> <p>3.3. Work area is cleaned in line with site requirements</p>

## Required Skills and Knowledge

## **REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level required for this unit.

### **Required skills**

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; efficiently and safely cut paper
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately record and report workplace information, and maintain documentation
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults and demonstrate appropriate response procedures

### **Required knowledge**

- Applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for cutting paper
- Environmental protection requirements, including the safe disposal of waste material, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for cutting paper
- Environmental risks and hazards
- Paper cutting techniques
- Methods of visual inspection
- Distribution processes
- Storage systems and labelling
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their use, operation and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

# 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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently cut paper in line with organisational requirements

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements of this unit and include demonstration of:

- following applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to cutting paper
- following organisational policies and procedures relevant to cutting paper
- cutting paper in readiness for application to panel products or for interim storage
- redistributing paper on site using designated equipment

### Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to undertaking work applicable to this unit
  - specifications and work instructions

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with

## EVIDENCE GUIDE

application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

## 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. **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.

**OHS requirements:** are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and may include:

## RANGE STATEMENT

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

**Environmental requirements**  
may include:

- legislation
- organisational policies and procedures
- workplace practices

**Legislative requirements:**

are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

**Organisational requirements**  
may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage



## RANGE STATEMENT

requirements

- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

**Cutting** is to include:

- the process of visually inspecting paper to determine cuts
- optimising sheet sizes using power driven guillotines or traversing rotary cutters

**Paper** is to include:

- resin impregnated paper provided in roll form
- types or thicknesses that are in line with customer usage requirements

and may include:

- parameters such as dry width
- expansion ratio
- contamination levels
- resin weight

**Work order** is to include:

- instructions for the cutting of paper

and may include:

- colour
- type
- width
- length
- thickness
- quantity
- cutting method
- instructions for the environmental monitoring of work and procedures
- environmental care requirements relevant to the work

**Appropriate personnel** may include:

- supervisors
- suppliers
- clients
- colleagues
- managers

**Equipment** may include:

- electronic guillotines
- conveyor belt systems
- traversing rotary cutters

and is to include:

- procedures for equipment lock-out, ie

## RANGE STATEMENT

- protecting operators and co-workers from accidental injury by isolating the machine from the power source
- Communication** may include:
- verbal and non-verbal language
  - constructive feedback
  - active listening
  - questioning to clarify and confirm understanding
  - use of positive, confident and cooperative language
  - use of language and concepts appropriate to individual social and cultural differences
  - control of tone of voice
  - body language
- Pre start-up checks** are conducted to ensure:
- machine has been set-up correctly
  - systems are performing accurately
  - machinery is operating to optimum performance
- Conveyor** is to include:
- belts or travelator methods of transporting paper to and from the guillotine, which may be automated in conjunction with the paper treating production process
- Guillotine** is the piece of electronic equipment used to cut paper, which can be computer programmed
- Defects** may include:
- incorrect moisture content
  - paper making defects
  - resin impregnating defects
- Feed rate** is to include:
- the rate of speed the paper is passed through the guillotine
  - the impact on equipment
  - the finish of the cut
  - the production output
- Visually assessed** is to include:
- strength
  - defects
  - other paper faults
- Records and reports** may include:
- product type
  - size
  - inspection
  - grading and labelling outcomes

## RANGE STATEMENT

- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

- manual
- using a computer-based system or other appropriate organisational communication system

**Movement of material** may include:

the use of:

- conveyor belt systems
- track systems
- lifting equipment such as:
  - fork lifts
  - slings
  - trolley jacks
  - gantry cranes
  - loaders
- assistance with lifting such as:
  - the involvement of two or more personnel to lift materials manually or to guide the movement of mechanical equipment

**Storage** may include:

the use of:

- storage racks
- storage bays
- bins
- stacks
- pallet boxes
- modularised storage components
- temporary stacking bays (stand, frame or ground)

and may be divided into:

- standard product classification
- product designation
- size
- dimension
- stack number

**RANGE STATEMENT**

- weight
- grade
- shelf life
- stock rotation position

**Disposing of** may include:

- recycling sub-standard and defective paper
- re-using sub-standard and defective paper

**Unit Sector(s)**

**Unit sector** No sector assigned

**Co-requisite units**

**Co-requisite units**

**Competency field**

**Competency field** Wood Panel Products