



**Australian Government**

# **ICPCBF2180 Produce basic folded and glued cartons**

**Release: 1**

## ICPCBF2180 Produce basic folded and glued cartons

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

### Application

This unit describes the skills and knowledge required to produce basic folded and glued cartons and correctly shut down machinery when the job is completed.

It applies to individuals in the printing and graphic arts industry who produce basic folded and glued cartons to meet production requirements. They generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Converting, Binding and Finishing

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Maintain operation of carton blank system	1.1 Monitor and adjust feeder to maintain continuous feeding to machine 1.2 Monitor and adjust carton blank pick-up and transport system to maintain continuous carton blank handling and operation 1.3 Review and adjust transfer systems to maintain continuous carton blank handling and operation 1.4 Check and adjust delivery to maintain product delivery according to quality requirements
2. Maintain basic gluing and continuous folding process	2.1 Monitor and adjust registration and squareness of fold to confirm quality of product meets approved sample standard 2.2 Check and adjust registration of gluing to confirm quality of

ELEMENT	PERFORMANCE CRITERIA
	product meets approved sample standard 2.3 Observe and adjust adhesion to confirm quality meets approved sample standard
3. Identify and rectify minor problems	3.1 Monitor and verify performance using the process control system according to enterprise procedures 3.2 Identify and report problems in folding operation 3.3 Carry out adjustments and corrections to folding operation within scope of own role 3.4 Check folding to confirm operation meets requirements 3.5 Identify and report problems in gluing unit 3.6 Carry out adjustments and corrections to gluing unit according within scope of own role 3.7 Check gluing unit operation to confirm operation meets requirements
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Conduct shutdown in association with fellow workers and in compliance with work health and safety (WHS) requirements 4.3 Wash glue system and prepare for next run 4.5 Remove waste from operating area and recycle or dispose of, where required, according to regulatory requirements 4.6 Identify machine faults requiring repair and report to designated person 4.7 Verify repairs and adjustments prior to resumption of operations 4.8 Complete production records and other documentation

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Identifies and interprets text to confirm work requirements from information contained within relevant specifications and enterprise documents</li> </ul>

Writing	<ul style="list-style-type: none"> <li>Enters routine data associated with production processes and enterprise procedures</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Participates in routine spoken interactions to report issues or to confirm or clarify requirements</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Identifies and follows all procedures for operation and maintenance of equipment, incorporating regulatory and enterprise requirements</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Sequences and schedules activities required to complete tasks and monitors implementation making adjustments as necessary</li> <li>Uses analytical processes to interpret relevant information and make decisions directly related to tasks</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Identifies and anticipates an increasing range of familiar problems, actively looking for early warning signs and implementing contingency plans</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to ICPCBF218 Produce basic folded and glued cartons.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>