



Australian Government

**Assessment Requirements for ICPCBF220
Produce basic converted or finished
product**

Release: 1

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Modification History

| Release | Comments |
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| Release 1 | This version first released with ICP Printing and Graphic Arts Training Package Version 1.0. |

Performance Evidence

Evidence of the ability to:

- correctly use any converting or finishing equipment (involving one process or a sequence of processes) to complete TWO different jobs involving different types, sizes and weights of substrate according to manufacturer's specifications, job specifications and enterprise procedures OR in the case of standalone minor flat-bed or rotary cutting processes THREE processes must be demonstrated
- correctly maintain substrate operation and complete relevant finishing process according to job specifications and within the production timeframe
- demonstrate all safety devices on the machine
- demonstrate use of computerised control, monitoring and data entry.

If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Work health and safety (WHS)

- identify WHS factors for:
 - setting up/adjusting the collating machine
 - setting up and/or operating machine transport and machine delivery systems
 - maintaining the cutting process
 - using the folding machine
 - using hot melt adhesive
 - maintaining laminating and in-line processes
 - keeping the machine clear of surface rust (condensation)
 - conducting machine shutdown procedures
- identify safety clothing for use when operating adhesive binders

Reel Delivery Systems Only

- list areas of the reel stand to be monitored to ensure trouble-free operation
- identify the area of the web control system to adjust to maintain correct web tension
- identify WHS factors for straightening the wire feed of a wire stitcher

Sheet Delivery Systems Only

- name THREE procedures to ensure smooth transport of sections through the machine
- list steps to ensure smooth delivery of sections
- list FOUR important factors to consider when setting the feeder
- explain the setting of the double/misfeed sheet calliper system
- name different types of sheet/section delivery systems
- list checks required when substrate is removed from the machine

Paper sizes and weights

- determine largest and smallest sheet or section size that can be run through this machine
- identify which areas of the machine should be adjusted to allow for 42gsm stock
- maintenance of cutting processes
- explain indicators of the need to replace a knife and how cutting pressure is adjusted
- list FOUR requirements to maintain the cutting process to ensure the machine can be kept running without interruption

Cutting machine faults and problems

- identify checks required when packing cutting devices
- explain the procedure for correcting THREE common machine faults
- list adjustments required if the cover is marked (scuffed) when trimming

Maintaining basic folding processes

- list THREE areas to continuously observe to ensure smooth, trouble-free operation of the machine
- list areas of the in-line process to monitor to assure quality of the product

Folding machine faults and minor problem-solving

- identify TWO causes of out-of-square folding and explain how each may be corrected
- list areas of the client's sample to be inspected to determine quality assurance
- explain communication to instigate if the:
 - job is out-of-square

- ink is too wet for production
- job does not coincide with the sample
- list parts of the machine to adjust if the sheet is creasing

Collating machine operation, problems and fault correction

- list factors that govern speed the machine operates at
- list indicators the machine needs lubrication
- identify how to prevent double sheet feeds
- identify circumstances indicating the machine needs adjustment
- list FOUR items to check against the client sample to constitute an acceptable collating result

Maintaining basic fastening (adhesive/mechanical/thermal) process

- list areas of the in-line process to monitor to ensure product quality
- name TWO sectors to observe to ensure the production process is trouble-free and continuous

Fastening operating problems and minor fault correction

- list circumstances when the machine needs to be adjusted
- explain how adhesive application is adjusted
- explain how wire can be straightened in the wire feed
- identify TWO possible reasons welding might be unsuccessful for a high-frequency welder
- determine quality aspects to consider in a completed:
 - adhesive-bound job
 - high-frequency welded job
 - wire-stitched job
- explain how production may need to be altered to meet client requirements

Maintaining laminating production processes and minor fault correction

- explain methods for assuring registration of laminating
- list areas of the in-line process to monitor to ensure a quality product
- identify TWO laminating problems that may occur during operation of the machine and adjustments or correction procedures required to ensure accurate operation
- determine quality aspects to consider in a completed laminated job, and ways production may need to be altered to meet client requirements

Machine shutdown procedures

- determine checks required when waste is removed from the machine and surrounding area for disposal or recycling
- list checks required during the machine shutdown procedure
- list checks required when cutting devices or knives are cleaned or replaced ready for the next run
- identify materials to be cleaned from the machine, and areas of the machine that require cleaning at the end of the run

Quality assurance

- list features to check on the finished product
- list THREE common faults that cause the finished product to be rejected, and how they can be fixed/avoided
- explain available testing procedures and why they are used
- list production records to be kept or written up, and the information that should be included

Information sources

- identify machine manuals, safety and other documentation relevant to this task, where are they kept and information included in them.
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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to and use of relevant facilities, and equipment and materials used to produce a converted or finished product.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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