



Australian Government

ICPCBF220 Produce basic converted or finished product

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to cover most converting and finishing operations including how to maintain substrate operations and complete relevant finishing processes.

It applies to individuals who prepare materials and set up and run a range of equipment and machinery for cutting, embossing, folding, collating and fastening. They work under direct supervision, however have certain responsibilities in the production process.

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 delivery system	1.1 Delivery systems are monitored and adjusted to ensure efficient and continuous operation of the process and ensure no damage to finished product 1.2 Substrate is added to and removed from the process according to job specifications
2. Maintain basic cutting or embossing process	2.1 Cutting edge and knife or die condition is monitored and adjusted to ensure quality of product meets the approved sample standard 2.2 Cutting/embossing pressures are monitored and adjusted to ensure quality of product meets the approved sample standard

ELEMENT	PERFORMANCE CRITERIA
	<p>2.3 Registration of cutting devices and knives or dies is monitored and adjusted to ensure quality of product meets the approved sample standard</p> <p>2.4 Packing of cutting/embossing devices is monitored and adjusted to ensure quality of product meets the approved sample standard</p>
3. Maintain folding process	<p>3.1 Registration and squareness of fold are monitored and adjusted to ensure quality of product meets the approved sample standard, if relevant</p> <p>3.2 Collating/inserting process is monitored and adjusted to ensure quality of product meets the approved sample standard, if relevant</p>
4. Maintain basic fastening (adhesive/mechanical/thermal) process	<p>4.1 Registration of fastening is monitored and adjusted to ensure quality of product meets the approved sample standard</p> <p>4.2 Wire straightness, length, cut-off and clinching pressures or power current and dwell time are monitored and adjusted to ensure quality of product meets the approved sample standard</p>
5. Maintain basic laminating process	<p>5.1 Registration of laminating is monitored and adjusted to ensure quality of product meets the approved sample standard</p> <p>5.2 Pressures are monitored and adjusted to ensure quality of product meets the approved sample standard</p> <p>5.3 Adhesion is monitored and adjusted to ensure quality of product meets the approved sample standard</p> <p>5.4 Basic in-line printing/coating processes are monitored and adjusted to ensure quality of product meets the approved sample standard</p>
6. Maintain production process	<p>6.1 Production process is operated in association with fellow workers, and according to enterprise procedures and planned daily schedule</p> <p>6.2 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures</p> <p>6.3 Manual and/or automatic control is used according to job specifications</p> <p>6.4 Performance is monitored and verified using the process control system according to enterprise procedures</p> <p>6.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention</p> <p>6.6 Process adjustments to eliminate problems are reported</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>according to enterprise procedures</p> <p>6.7 Faulty performance of equipment is identified and reported according to enterprise procedures</p> <p>6.8 Waste is sorted according to enterprise procedures</p>
7. Identify and rectify problems or faults	<p>7.1 Product and substrate are monitored and tested to ensure conformance to client requirements</p> <p>7.2 Problems in converting/finishing machine operation are identified and reported according to enterprise procedures</p> <p>7.3 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level</p> <p>7.4 Converting/finishing machine operation is checked to ensure correct operation</p>
8. Conduct shutdown of production process	<p>8.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures</p> <p>8.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements</p> <p>8.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures</p> <p>8.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures</p> <p>8.5 Repair/adjustment is verified prior to resumption of operations</p>
9. Clean converting/finishing machine at end of run	<p>9.1 Cutting units are disengaged and cleaned ready for next run</p> <p>9.2 Cutting devices are sharpened according to WHS procedures</p> <p>9.3 Machine bed is cleaned ready for next run</p> <p>9.4 Cutting devices and knives are cleaned or replaced ready for next run</p> <p>9.5 All units are disengaged and cleaned ready for next run</p> <p>9.6 Adhesive or glue system is washed ready for next run, and liquid waste is disposed of according to regulatory requirements and enterprise procedures</p> <p>9.7 Transportation and delivery systems are disengaged and cleaned ready for next run</p> <p>9.8 Production records or other documentation are accurately completed where required by enterprise procedures</p>

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	6.2, 6.3, 8.1	<ul style="list-style-type: none"> Recognises and interprets texts to establish job requirements from information contained within relevant procedures and specifications
Writing	6.6, 6.7, 7.2, 8.4, 9.8	<ul style="list-style-type: none"> Enters routine data associated with production processes and enterprise procedures
Oral Communication	6.1, 6.6, 6.7, 7.2, 8.2, 8.4	<ul style="list-style-type: none"> Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Navigate the world of work	2.1-2.4, 3.1, 3.2, 4.1, 4.2, 5.1-5.4, 6.1, 6.2, 6.4, 6.6-6.8, 7.2, 7.3, 8.1-8.4, 9.1-9.9	<ul style="list-style-type: none"> Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	6.1, 6.6, 6.7, 7.2, 8.2, 8.4	<ul style="list-style-type: none"> Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1, 4.2, 5.1-5.4, 6.1, 6.4, 6.5, 6.8, 7.1, 7.3, 7.4, 8.3, 8.5	<ul style="list-style-type: none"> Determines priorities and sequences steps involved in clearly defined, familiar tasks Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Delivery systems MUST include EITHER:	<ul style="list-style-type: none"> • reel OR <ul style="list-style-type: none"> • sheet
Monitoring and adjusting MUST include EITHER:	<ul style="list-style-type: none"> • reel stand and rewind • web control system • sheeting section OR <ul style="list-style-type: none"> • feeder and delivery system • sheet pick-up and transport system • transfer system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF220 Produce basic converted or finished product	ICPCF220C Produce basic converted or finished product	<p>Updated to meet Standards for Training Packages</p> <p>Changes to elements and performance criteria to clarify intent</p>	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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