



**Australian Government**

# **ICPCBF2420 Produce basic folded product**

**Release: 1**

## ICPCBF2420 Produce basic folded product

### 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 product, monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

It applies to individuals who work under direct supervision, who are responsible for operating and monitoring equipment and machinery.

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 delivery system	1.1 Monitor and adjust delivery systems 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain production process	2.1 Monitor and adjust registration and squareness according to approved sample standard 2.2 Monitor and adjust basic in-line process(es) 2.3 Use machine controls as required 2.4 Verify performance using the process control system 2.5 Report process adjustments to eliminate problems according to enterprise procedures

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Identify and rectify problems and faults	<p>3.1 Identify problems in folding machine operation and report according to enterprise procedures</p> <p>3.2 Carry out adjustments and corrections as required and according to manufacturer specifications and within scope of own role</p> <p>3.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures</p> <p>3.4 Verify repairs and adjustments as required prior to resumption of operations</p>
4. Conduct shutdown of production process	<p>4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures</p> <p>4.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures</p> <p>4.4 Clean and disengage all required parts of folding machinery used in printing process according to manufacturer specifications and enterprise procedures</p> <p>4.5 Complete required production records and enterprise documentation</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Identifies and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Enters routine data associated with production processes and enterprise procedures</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Identifies and follows explicit and implicit protocols and meets expectations associated with own role</li> <li>Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures</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</li> </ul>

	<ul style="list-style-type: none"> <li>responsibility and accountability</li> <li>Follows accepted practices and protocols for reporting issues to supervisors</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; 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>

## 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. It is restricted to essential operating conditions and any other variables essential to the work environment.*

Delivery systems must include either:	<ul style="list-style-type: none"> <li>reel</li> </ul> OR <ul style="list-style-type: none"> <li>sheet.</li> </ul>
Monitoring and adjusting must include either:	<ul style="list-style-type: none"> <li>reel stand</li> <li>web control system</li> </ul> OR <ul style="list-style-type: none"> <li>feeder and delivery system</li> <li>sheet pick-up and transport system</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to ICPCBF242 Produce basic single or continuous folded product.

## Links

Companion Volume Implementation Guide is found on VETNet -

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