



Australian Government

**Assessment Requirements for ICPCBF242
Produce basic single or continuous folded
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.

Performance Evidence

Evidence of the ability to:

- produce a single or continuous folded product for TWO jobs (if possible using different sizes and weights of substrate) either with:
 - a single fold to run continuously, or,
 - a single quire fold on a sheet gather/stitch/fold/trim machine, or
 - an automatic web-fed machine to achieve a single fold according to manufacturer's and job specifications, enterprise procedures and listed performance criteria.

Note: 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:

- identify work health and safety (WHS) factors for:
 - setting up and/or operating machine transport systems
 - setting up and/or operating machine delivery systems
 - using the folding machine
 - adjusting/correcting the machine
 - cleaning the machine
- identify areas of the machine to:
 - monitor to ensure trouble-free operation
 - regularly clean, and the materials to be cleaned from it
 - continuously observe to ensure smooth, trouble-free operation
- identify areas of the in-line process to monitor to ensure product quality
- explain checks needed when substrate is removed from the machine
- explain TWO causes of out-of-square folding and how each can be corrected

- determine segments of quality assurance inspected at the completion of the sample run, as well as in a completed folded job
- explain communication to be instigated if the:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with the sample
- list the part(s) of the machine to adjust if the sheet is creasing
- identify important tasks to correctly shut down the machine
- explain work preparation required for dispatch
- explain the requirement to keep the machine clear of surface rust (condensation)
- determine production alterations needed to meet client requirements
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them.

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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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