



**Australian Government**

# **Assessment Requirements for ICPCBF263 Set up and produce hand-fastened 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:

- demonstrate all safety devices on the equipment
- demonstrate competency in TWO areas of: adhesive/thermal (drawn on cover or heated binding tape application), mechanical (wire stitcher or heavy duty stapler including saddle and flat stitching), hand sewing (single and multi-section books), and for each area:
  - correctly set up equipment and produce TWO basic hand-fastened products of different thickness and spine length to demonstrate equipment adjustment, 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:

- determine information concerning binding found in the job documentation or production control system
- identify work health and safety (WHS) factors for:
  - setting up and operating the machinery
  - adjusting machinery
- determine circumstances in which a machine needs to be adjusted
- identify the correct binding technique for a job
- determine parts of the wire stitcher to adjust to process books of different thicknesses
- explain positioning of the wire stitches on the book
- explain difference between a staple and a wire stitch
- determine the appropriate wire calliper for a particular job
- explain the care to ensure a neat and clean adhesive binding job

- describe sewing stages positioning on the book
- explain ‘kettle stitch’
- identify common sewing problems likely to be met when sewing a multi-section book
- explain the purpose of sewing frames
- explain how to ensure hand sewing remains firmly together
- list problems associated with:
  - oiling a wire stitcher
  - not properly cleaning and maintaining equipment
- identify measures to prevent production interruptions
- describe an acceptable binding result
- explain consequences if wire stitches are not in the right position
- list what causes a book to be ‘stab’ stitched and special problems encountered with ‘stab’ stitching
- determine when to use ‘saddle’ stitch or ‘flat’/‘side’ stitch
- identify 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>