



Australian Government

ICPCBF3200 Produce complex 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 4.0.

Application

This unit describes the skills and knowledge required to cover complex die cutting, embossing, folding, collating or fastening.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product.

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 and cutting systems	1.1 Monitor and adjust delivery systems 1.2 Add substrate to and remove substrate from the process according to job specifications 1.3 Check and adjust knife and die condition according to sample quality requirements 1.4 Monitor and adjust cutting pressures and registration of cutting devices, knives and dies as required 1.5 Monitor and adjust packing of cutting devices and dies as required
2. Maintain complex process	2.1 Review and adjust registration and squareness of folds as required according to proof quality requirements

ELEMENT	PERFORMANCE CRITERIA
	2.2 Check and adjust collating and inserting process as required according to proof quality requirements
3. Maintain production process	3.1 Use machine controls as required 3.2 Review and verify performance using the process control system 3.3 Monitor and adjust starch performance throughout production run 3.4 Report process adjustments to eliminate problems according to enterprise procedures
4. Identify and rectify problems or faults	4.1 Identify and report problems in machine operation according to enterprise procedures 4.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 4.3 Verify repairs and adjustments as required prior to resumption of operations
5. Conduct shutdown of production process	5.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 5.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 5.3 Clean and disengage all required parts of machinery used in printing process 5.4 Sharpen cutting devices according to work health and safety (WHS) requirements 5.5 Complete required production records and enterprise documentation

Foundation Skills

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

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures

Self-management	Identifies and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
Technology	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:	- reel delivery system or - sheet delivery system or - complex fastening (adhesive/mechanical/sewing) system.
Monitoring and adjusting must include either:	- reel stand and rewind section - web control system to ensure correct tension - delivery system - sheeting system or - feeder - sheet pick-up and transportation - transfer system to ensure correct and continuous sheet handling or

	• fastening registration • wire straightening, length, cut off and clinching pressures • adhesion • thread tension and stitch quality.
Units must include either:	• machine bed or • glue system or • laminating machine.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF320 Produce complex converted or finished product.

Links

Companion Volume Implementation Guide is found on VETNet -

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