



Australian Government

**Assessment Requirements for ICPCBF320
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 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the machinery
- correctly produce complex converted or finished product involving complex die cutting, embossing, folding, collating or fastening for TWO different jobs involving different types, sizes and weights of substrate 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

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
 - maintaining the cutting process
 - using the folding machine
 - adjusting/correcting the machine, and prior to any required adjustments
 - maintaining or adjusting the operation of the machine
 - using hot melt adhesive
 - cleaning the machine
- identify safety clothing available for use when operating adhesive binders
- explain how to carry out buckle, knife and pharmaceutical folding
- outline the actions required if:
 - the gate fold unit is out of timing
 - the right angle fold is out-of-square

- double sheet feeds occur
- identify areas of the machine to adjust if:
 - the sheet is creasing
 - the sheet is caught in the fold plate
 - the sheet is not entering the machine
 - sheets are not entering delivery neatly
- list and describe common machine faults and how to correct them
- explain why gluing units and delivery systems require careful monitoring
- identify indicators showing replacement of a knife/cutting edge is required
- list checks required when cutting pressure is adjusted, and the points to monitor when maintaining cutting pressures
- list checks made when:
 - sections fail to open on the chain
 - packing cutting devices
 - correcting dull cutting edges on equipment
 - correcting depth of embossing
 - substrate is removed from the machine
- explain the terms:
 - side lay
 - deflector
 - glue line
- determine segments of quality assurance inspected at the completion of the sample run
- determine action if the:
 - viscosity of adhesive in the gluing unit is too low/high
 - gluing unit is out of timing
- explain solutions when:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with the sample
 - sheet is creasing
 - sheet is caught in the fold plate
 - sheet is not entering the machine
 - sheet falls out of the machine after folding
 - sheets misfeed during production
 - 'bruising' of the NCR sheets occurs
- determine factors that govern speed the machine operates at
- identify indicators the machine needs lubrication
- explain consequence/s of too much or too little adhesive
- determine factors indicating:
 - the machine need to be adjusted

- the machine need to be slowed down
- when machine speed can be increased
- explain how to adjust position and quantity of adhesive on an adhesive binder/gluer
- explain how to adjust adhesive thickness and pressure on an adhesive binder/gluer
- explain how to achieve more spine milling on an adhesive binder
- explain how to straighten or adjust wire in the wire feed on a wire stitcher
- explain how to increase/decrease dwell time on a high frequency welder
- list checks for shutting down a given machine, and identify the key reasons for the checks
- identify materials to clean from the machine
- list recommended cleaning agents for this machine and how to keep the machine clear of surface rust
- determine quality aspects to monitor during production as well as those to check on the finished product
- list steps to ensure important features of the production control system are followed
- identify items to check against the client sample
- explain required production records and the information to include
 - identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Reel Systems Only

- identify areas of the reel stand to monitor to ensure trouble-free operation
- explain how to adjust the web control system to maintain correct web tension and correct positioning of the web

For Sheet Systems Only

- identify areas of the sheet-fed feeder to monitor to ensure trouble-free operation
- determine parts of the sheet or section pick-up system to adjust to ensure accurate and continuous sheet handling.

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 relevant facilities, special purpose tools, machinery, 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>