



**Australian Government**

# **ICPCBF320 Produce complex converted or finished product**

**Release: 1**

## ICPCBF320 Produce complex converted or finished product

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

### Application

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

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 systems	<p>1.1 Delivery systems are monitored and adjusted to ensure continuous and efficient operation and avoid damage to finished product</p> <p>1.2 Substrate is added and removed to and from the process according to job specifications</p>
2. Maintain cutting system	<p>2.1 Knife or die condition is monitored and adjusted to ensure product quality meets the approved sample standard</p> <p>2.2 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard</p> <p>2.3 Registration of cutting devices and knives or dies are monitored and adjusted to ensure product quality meets the approved sample standard</p> <p>2.4 Packing of cutting devices or dies is monitored and adjusted to</p>

ELEMENT	PERFORMANCE CRITERIA
	ensure product quality meets the approved sample standard
3. Maintain complex process	<p>3.1 Registration and squareness of folds are monitored and adjusted to ensure product quality meets the approved sample standard, if relevant</p> <p>3.2 Collating/inserting process is monitored and adjusted to ensure product quality meets the approved sample standard, if relevant</p>
4. Maintain production process	<p>4.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule</p> <p>4.2 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures</p> <p>4.3 Manual and/or automatic control is used according to job specifications</p> <p>4.4 Performance is monitored and verified using the process control system according to enterprise procedures</p> <p>4.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention</p> <p>4.6 Process adjustments to eliminate problems are reported according to enterprise procedures</p> <p>4.7 Faulty performance of equipment is identified and reported according to enterprise procedures</p> <p>4.8 Waste is sorted according to enterprise procedures</p>
5. Identify and rectify problems or faults	<p>5.1 Product and substrate are monitored and tested to ensure conformance to client requirements</p> <p>5.2 Problems in converting/finishing machine operation are identified and reported according to enterprise procedures</p> <p>5.3 Adjustments or corrections are carried out according to specified procedures and manufacturer's specifications</p> <p>5.4 Converting/finishing machine operation is checked to ensure correct operation</p>
6. Conduct shutdown of production process	<p>6.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures</p> <p>6.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements</p> <p>6.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory</p>

ELEMENT	PERFORMANCE CRITERIA
	requirements and enterprise procedures 6.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 6.5 Repair/adjustment is verified prior to resumption of operations
7. Clean converting/finishing machine at end of run	7.1 Cutting devices and knives or dies are cleaned or replaced ready for next run 7.2 Cutting devices are sharpened according to WHS procedures 7.3 All units are disengaged and cleaned ready for next run 7.4 Delivery systems are disengaged and cleaned ready for next run 7.5 Production records or other documentation are accurately completed where required by enterprise procedures

## Foundation Skills

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

Skill	Performance Criteria	Description
Reading	4.2-4.4, 5.3, 6.1	<ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> </ul>
Writing	4.6, 4.7, 5.2, 6.4, 7.5	<ul style="list-style-type: none"> <li>Enters routine data associated with production processes and enterprise procedures</li> </ul>
Oral Communication	4.1, 4.7, 5.2, 6.2, 6.4	<ul style="list-style-type: none"> <li>Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies</li> <li>Participates effectively in spoken interactions to confirm or clarify requirements</li> </ul>
Navigate the world of work	2.1-2.4, 3.1, 3.2, 4.1, 4.2, 4.4, 4.6-4.8, 5.2, 5.3, 6.1-6.4, 7.1-7.5	<ul style="list-style-type: none"> <li>Recognises and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures</li> </ul>
Interact with others	4.1, 4.7, 5.2, 6.2, 6.4	<ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> <li>Understands what to communicate, with whom and how, in routine work situations</li> </ul>

Get the work done	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1-4.8, 5.1-5.4, 6.1-6.5, 7.5	<ul style="list-style-type: none"> <li>• Determines priorities and sequences steps involved in clearly defined, familiar tasks</li> <li>• Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans</li> <li>• Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems</li> </ul>
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## 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:	<ul style="list-style-type: none"> <li>• reel delivery system</li> </ul> OR <ul style="list-style-type: none"> <li>• sheet delivery system</li> </ul> OR <ul style="list-style-type: none"> <li>• complex fastening (adhesive/mechanical/sewing) system.</li> </ul>
Monitoring and adjusting MUST include EITHER:	<ul style="list-style-type: none"> <li>• reel stand and rewind section</li> <li>• web control system to ensure correct tension</li> <li>• delivery system</li> <li>• sheeting system</li> </ul> OR <ul style="list-style-type: none"> <li>• feeder</li> <li>• sheet pick-up and transportation</li> <li>• transfer system to ensure correct and continuous sheet handling</li> </ul> OR <ul style="list-style-type: none"> <li>• fastening registration</li> <li>• wire straightening, length, cut off and clinching pressures</li> <li>• adhesion</li> <li>• thread tension and stitch quality.</li> </ul>
Units MUST include EITHER:	<ul style="list-style-type: none"> <li>• machine bed</li> </ul> OR

	<ul style="list-style-type: none"> <li>• glue system</li> </ul> OR <ul style="list-style-type: none"> <li>• laminating machine.</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF320 Produce complex converted or finished product	ICPCF320C Produce complex converted or finished product	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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