



Australian Government

ICPCBF3210 Set up and produce complex guillotined 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 complete complex guillotining, including knife changing and involving programmable guillotines and/or complex cutting sequences.

It applies to individuals who prepare material, monitor and run equipment and machinery, and apply solutions to a defined range of unpredictable problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

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. Prepare job	1.1 Identify job specifications 1.2 Set up required printing machinery according to manufacturer specifications and work health and safety (WHS) requirements 1.3 Confirm availability of all job components 1.4 Identify grip and lay edges of sheet 1.5 Check knife sharpness, report and remove dull knives according to enterprise procedures and replace cutting sticks as required
2. Set up machine for	2.1 Set up and adjust guillotine

ELEMENT	PERFORMANCE CRITERIA
guillotining	2.2 Set and adjust clamping pressures according to job specifications
3. Conduct sample cut	3.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified sample 3.2 Inspect and test proof as required according to enterprise procedures 3.3 Interpret results and make adjustments according to product and machine specifications as required
4. Maintain guillotining process	4.1 Observe and adjust knife and cutting stick 4.2 Monitor and adjust cutting pressures and confirm product quality meets the approved sample standard 4.3 Check and adjust registration of knives and confirm product quality meets the approved sample standard
5. Maintain operation of production process	5.1 Use machine controls as required 5.2 Monitor and verify performance using the process control system 5.3 Report process adjustments to eliminate problems
6. Identify and rectify problems and faults	6.1 Identify and report problems in guillotining machine operation 6.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 6.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 6.4 Verify repairs and adjustments prior to resumption of operations
7. Conduct shutdown of production process	7.1 Follow shutdown sequence according to manufacturer specifications 7.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to Environmental Protection Authority (EPA) regulatory requirements 7.3 Clean and disengage guillotining machine according to manufacturer specifications and 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	Description
Writing	Records information relating to production and machinery problems and completes production reports
Self-management	- Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures - Identifies roles and responsibilities for task and makes basic decisions on work completion parameters - Takes personal responsibility for adherence to regulatory responsibilities relevant to own work context
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 and identifies and assembles required resources
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

Unit Mapping Information

Supersedes and is equivalent to ICPCBF321 Set up and produce complex guillotined product.

Links

Companion Volume Implementation Guide is found on VETNet -

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