



Australian Government

**Assessment Requirements for ICPCBF321
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 1.0.

Performance Evidence

Evidence of the ability to:

- correctly set up (including knife change) and produce THREE complex guillotined products (with three different substrates eg paper, strawboard, plastic, book cloth, and both large and small sheets) using a semi-automated or automated electronic guillotine, and setting a complex cutting program according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- demonstrate all safety devices on the machine
- demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.

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:

- identify work health and safety (WHS) factors for:
 - handling knife blades during the knife change operation
 - setting up and operating the guillotine for a complex cutting job
 - checking and adjusting the machine
 - maintaining the production process
 - shutting down and/or cleaning the machine
- determine information concerning cutting found in the job documentation or production control system, and how to interpret this information to ensure smooth workflow throughout the factory
- explain SIX trade terms that may be used in the documentation for complex cutting or guillotine knife change operations
- determine elements that must be considered when planning a cutting sequence

- identify recommended knife angles for general cutting and the result if the:
 - knife angle is less than 19 degrees
 - knife angle is more than 24 degrees
- explain the use of a double bevel on a guillotine knife
- list factors that indicate a new blade is needed, and the result if a dull blade is used continuously
- explain the difference between a sharp knife and a dull knife, and the information to record when a dull knife is replaced
- explain when to replace a cutting stick, and the result of not replacing the cutting stick regularly
- determine when a knife with a double angle is required
- determine forces acting on a guillotine knife
- list requirements to choose, and adjust the correct clamping pressure for a given job, and explain the result of the clamp pressure not being appropriate for the stock
- identify clamp pressure recommended for:
 - NCR paper
 - 80gsm offset paper
 - 2400um strawboard
- identify the largest and smallest size sheets that can be processed on this machine and the procedures used to complete undersize requirements
- determine how to recognise a:
 - ‘work and turn’ job
 - ‘work and twist’ job
 - ‘work and tumble’ job
 - ‘work and back’ job
- list problems that can occur when activating the automatic knife, and types of jobs unsuitable for automatic cutting
- explain requirements of trimming multi-section books or magazines with bulky spines
- determine machine adjustment parameters and the setting that may need to be altered after checks have been made
- list FIVE methods for identifying a lay and gripper edge if not marked
- identify reporting procedures if the machine malfunctions
- explain treatment/disposal of waste from the guillotine area
- list ways to mark lay and gripper edges on sheets, and the result if the lay and grip edges are not recognised
- determine need to build-up the clamp of a guillotine, and how to ‘pack-up’ the clamp of a guillotine
- identify why:
 - the guillotine knife will not operate when the machine is turned on
 - a book block may be cut out-of-square
 - the program not working after it has been entered into the machine
- identify parts of the guillotine to check if, after a cut, top sheets are:
 - longer than the bottom sheets

- shorter than the bottom sheets
- out-of-square
- creasing along the cut line
- list checks necessary when the clamp plate is removed and the machine adjusted
- explain factors that indicate a need for machine lubrication, and the correct types and methods of lubrication
- determine special operations essential when shutting down the machine
- identify maintenance procedures to keep the machine in good condition and order, and methods to rid the machine of waste
- list recommended cleaning agents to use on the guillotine
- identify quality aspects to consider in a completed cutting job
- list steps to ensure important features of the production control system are followed
- determine items to check against the client sample (including the cutting result) and the steps required if the result does not coincide with the sample produced
- determine areas of the finished product to inspect, and any production alterations required to meet client requirements
- identify machine 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 relevant facilities, 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>