



**Australian Government**

**Assessment Requirements for ICPCBF3410  
Set up machine for complex sequenced or  
multiple folding**

**Release: 1**

## Assessment Requirements for ICPCBF3410 Set up machine for complex sequenced or multiple folding

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

### Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- correctly set up set up three multiple sequenced folding jobs or gusseting jobs, using different sizes and weights of substrates, according to manufacturer and job specifications and enterprise procedures.

In the course of the above the candidate must:

- demonstrate all safety devices on the machine.

### Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work health and safety (WHS) risks and requirements for:
  - setting up and operating machine transport systems
  - setting folder transportation and delivery systems
  - setting up and adjusting the folding unit
  - adjusting machine units
- the job documentation or production control system and the information it contains
- the factors to consider when planning a folding sample
- the areas of the delivery system requiring monitoring to maintain trouble-free operation and delivery of undamaged finished work
- checks to make when removing substrate from the machine
- methods of securing folded sheets for dispatch
- the range of sheet sizes that can be processed on the machine
- machine adjustments to facilitate different stock sizes
- causes of substrate scratching and scuffing during transportation
- factors determining machine speed

- problems that can be expected if:
  - the machine is running too fast
  - the machine rollers are set too loose
  - there is too much roller pressure
  - the delivery system is not set as required
- factors determining required roller pressure for a given job and the checks to carry out
- steps to ensure required alignment of in-line processes/units
- the function of a gate fold unit and checks when operating an electronic gate fold unit
- the use of a gluing unit on a job
- the adhesive used in the gluing unit
- adjustments made to the glue line length
- quality assurance criteria to inspect at the sample run completion
- adjustments required and common causes if:
  - job is out-of-square
  - ink is too wet for production
  - job does not coincide with sample
- items to check against the client sample
- areas to adjust in the web control system to maintain required web tension and positioning
- adjustments required for common sheet issues and their causes
- parts of the sheet pick-up system to adjust to ensure continuous sheet handling
- factors that determine accuracy of sheets entering folding rollers
- manufacturer manuals and work health and safety documentation, including their location and purpose.

## 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:

- special purpose tools, equipment and materials
- sequencing or folding machinery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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