



**Australian Government**

**Assessment Requirements for ICPCBF3420  
Produce complex sequenced or multiple  
folded product**

**Release: 1**

## Assessment Requirements for ICPCBF3420 Produce complex sequenced or multiple folded product

### 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:

- complete two complex multiple folded jobs, using different sizes and weights of substrate.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- demonstrate use of computerised control, monitoring and data entry systems
- anticipate production difficulties and take preventive action to prevent occurrence.

### 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:

- enterprise procedures and manufacturer specifications, and WHS requirements for:
  - setting up and operating machine transport and delivery systems
  - using and adjusting the folding machine
  - cleaning the machine
  - machine shutdown
- checks required when substrate is removed from the machine
- areas and parts of:
  - the in-line process to monitor to ensure product quality
  - the reel stand to monitor to ensure proper operation
  - the sheet-fed feeder to monitor to ensure proper operation
  - the machine to adjust if the sheet is creasing
  - the machine to clean regularly

- causes of out-of-square folding and correction methods
- quality requirements inspected at sample run completion and in a completed folded job
- communication protocols if the:
  - job is out-of-square
  - ink is too wet for production
  - job does not coincide with the sample
- key tasks required for machine shutdown procedures
- requirements to prepare finished work for dispatch
- the materials to clean from the machine
- requirements to keep the machine clear of surface rust (condensation)
- production alterations needed to meet client requirements
- manufacturer manuals, enterprise procedures 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
- 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>