



**Australian Government**

# **ICPCBF3690 Set up and produce hand-made box**

**Release: 1**

## ICPCBF3690 Set up and produce hand-made box

### 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 set up and produce a hand-made box. It applies to the binding and finishing sector.

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. Determine dimensions and style of box	1.1 Communicate with client and identify job requirements 1.2 Determine dimensions of article to be contained 1.3 Select dimensions and style of box according to client requirements
2. Select materials	2.1 Select board weight, covering and lining materials 2.2 Determine grain direction as required
3. Prepare box	3.1 Cut board, cover material and lining to according to required size and work health and safety (WHS) requirements 3.2 Score board to required depth

ELEMENT	PERFORMANCE CRITERIA
	3.3 Fit lids as required, according to thickness of covering material 3.4 Assemble box according to job specifications
4. Attach covering material and lining	4.1 Cut corners according to job specifications 4.2 Fix covering material and lining
5. Press box	5.1 Prepare block for pressing 5.2 Apply pressure to box sections to press box
6. Decorate or furnish box if required	6.1 Apply decorating techniques as required according to job specifications 6.2 Attach furnishings as required

## Foundation Skills

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

Skill	Description
Numeracy	<ul style="list-style-type: none"> <li>Selects from and uses a variety of mathematical and problem-solving strategies in a range of familiar contexts</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Implements actions according to instructions making slight adjustments if necessary</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Identifies what to communicate, with whom and how, in routine work situations</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined, familiar tasks</li> <li>Plans, identifies and assembles resources required to complete tasks</li> </ul>

## 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.*

Box assembly must include either:	<ul style="list-style-type: none"> <li>Folding and scoring corners with straight folds at correct angles and securing with reinforcing</li> </ul>
-----------------------------------	---

	material as required or <ul style="list-style-type: none"><li>• Gluing and butt join with walls set at correct angles to base and making flush joints with adequate adhesion.</li></ul>
--	---

## Unit Mapping Information

Supersedes and is equivalent to ICPCBF369 Set up and produce hand-made box.

## Links

Companion Volume Implementation Guide is found on VETNet -

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