



Australian Government

ICPCBF465 Set up and produce hand-bound book

Release: 2

ICPCBF465 Set up and produce hand-bound book

Modification History

Release	Comments
Release 2	This version released with ICP Printing and Graphic Arts Training Package Version 2.0. Version created to fix typographical error
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to produce hand-bound books including set up and assembly of materials, and techniques involving adhesive binding/tipping, sewing, forwarding, blocking and hand finishing.

It applies to individuals who may assemble, bind and cover books, other publications and printed products by hand or machine, with limited responsibility to ensure the production process is maintained.

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 for job	1.1 Job specifications are read and interpreted from job documentation 1.2 All necessary materials are assembled according to job specifications
2. Complete adhesive	2.1 Sheets are fanned and masked every 3-4 mm

ELEMENT	PERFORMANCE CRITERIA
binding/tipping	2.2 Thin even coating of adhesive is applied on area of sheet designated for tipping 2.3 Correct adhesive is applied to achieve a good bond 2.4 Tipped sheet is accurately positioned
3. Number book	3.1 Sheets are placed in correct sequence and numbered correctly according to job specifications 3.2 Numbering machine is set for appropriate number of copies 3.3 Sheets are knocked up squarely without damage
4. Index book	4.1 Index is spaced correctly and evenly 4.2 Durable square, clean and neat cut tabs or cut-outs are constructed 4.3 Headings are constructed legible and permanent
5. Apply adhesive binding/padding by hand	5.1 Product is knocked up squarely to spine and head with boards inserted between pads 5.2 Spine folds are completely removed from sections in guillotine 5.3 Adequate spine margin is preserved 5.4 Appropriate number of saw cuts are made in work 5.5 Edge of spine is roughened sufficiently to improve adhesion 5.6 Thin even application of appropriate adhesive is applied 5.7 Book is fanned before gluing (except for pads) to ensure increased surface coverage 5.8 Thoroughness of adhesive is assessed after book has dried
6. Sew sections	6.1 Appropriate sewing supports are selected and spaced according to job specifications 6.2 Consistent thread tension is maintained during sewing 6.3 Sections are aligned at the head 6.4 Swelling is monitored and controlled
7. Forward book	7.1 Spine is glued, rounded and backed 7.2 Spine lining is attached 7.3 Text block is covered (board attached) 7.4 Text block is cased in
8. Block book	8.1 Image is blocked into required position according to job

ELEMENT	PERFORMANCE CRITERIA
	specifications
9. Hand finish book	9.1 Hand finish book according to job specifications 9.2 Typeface size and type are appropriate 9.3 Design is in keeping with the period of publication 9.4 Embellishment is evenly applied

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1, 6.1, 8.1, 9.1	Recognises and interprets text and diagrams to establish job requirements from information contained in specifications
Numeracy	2.1, 3.1, 3.2, 5.3, 5.4	Uses mathematical concepts to estimate measurement, calculate quantities and to ensure correct sequence of number sheets
Get the work done	1.1, 1.2, 2.1-2.3, 3.1-3.3, 4.1-4.3, 5.1-5.8, 6.1-6.4, 7.1-7.4, 8.1, 9.1-9.4	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to complete tasks - Makes routine decisions directly related to completion of set tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ICPCBF465 Set up and produce hand-bound book Release 2	ICPCBF465 Set up and produce hand-bound book Release 1	Updated to fix typographical error	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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