



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPCF222C Set up and operate in-line cutter**

**Revision Number: 1**

## ICPCF222C Set up and operate in-line cutter

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to safely set up and operate an in-line cutter set for high run jobs.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to safely set up and operate an in-line cutter set for high run jobs and to pack the product for the next stage in the process.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or process control system 1.2. Job is signed off from previous process and ready for mailing procedures 1.3. The <i>materials</i> are checked and in correct order for the job 1.4. Work area is safe and ready for production according to safety requirements
2. Set up job	2.1. Job specifications are entered into console according to job specifications 2.2. Guides and guards and cut depth are correctly set and positioned according to job specifications 2.3. Settings are checked against job specifications before production is commenced 2.4. Settings are tested with a product sample and adjustments are made if necessary
3. Operate in-line cutter	3.1. Product is loaded in correct position according to job specifications 3.2. Quality check is carried out and defective product is removed according to enterprise procedures 3.3. Adjustments are made when the quality standards are not met 3.4. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards
4. Pack cut product	4.1. Completed product is unloaded and checked for quality 4.2. Completed product is packed into labelled trays ensuring job/order continuity for transfer to the next process 4.3. Documentation relating to the product is completed correctly 4.4. The machine is cleared and stock put away

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- OHS in relation to operating machinery
- communication skills to read job specifications and to complete workplace documentation
- organising the job by organising materials in the correct order for the job prior to commencement
- working in a team by maintaining the production process in association with others
- using technology such as the computer console to select settings for the job
- problem solving by making adjustments to machine settings to improve the product's quality

#### Required knowledge

- waste disposal procedures

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• safely operate an in-line cutter. The in-line cutter is set up to meet the job specifications with minimum downtime. The individual will monitor for quality during the process and at the end when packing the product</li> <li>• the individual will finish TWO complete jobs on an in-line cutter including packing the product for the next stage in the process</li> <li>• evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• assessment may take place on the job, off the job or a combination of these</li> <li>• off the job assessment must be undertaken in a closely simulated workplace environment</li> <li>• access to an in-line cutter.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><b><i>Product/materials</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• books</li> <li>• CD-ROMs</li> <li>• DVDs</li> <li>• sheet stock</li> <li>• laminates</li> <li>• film.</li> </ul>
<p><b><i>Machinery</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• an in-line cutter set for high run jobs.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Converting, Binding and Finishing
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## Co-requisite units

<b>Co-requisite units</b>	