



**Australian Government**

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

# **ICPCF227C Set up machine for basic rotary die cutting or embossing**

**Revision Number: 1**

## ICPCF227C Set up machine for basic rotary die cutting or embossing

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to set up a machine for rotary die cutting or embossing.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to set up a machine for basic rotary die cutting or embossing.
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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 job	<p>1.1. Job specifications are read and interpreted from job documentation or production control system</p> <p>1.2. Set-up is carried out correctly in minimum time with minimum wastage</p> <p>1.3. Availability of all job related components is checked</p>
2. Mount rotary cutting or embossing devices	<p>2.1. Appropriate <b>cutting</b> devices or dies are selected and secured to machine according to job specifications</p> <p>2.2. Cutting devices or dies are registered and proofed</p> <p>2.3. Cutting devices or dies are correctly mounted</p>
3. Set up reel system	<p>3.1. Unwind and rewind reels are set up and adjusted according to job specifications</p> <p>3.2. Webbing procedures are carried out according to job specifications</p> <p>3.3. Web control system is set up and adjusted according to job specifications</p> <p>3.4. Reels are spliced/joined according to job specifications</p> <p>3.5. Folder and sheeter are set up and adjusted according to job specifications</p>
4. Set up sheet system	<p>4.1. Feeder and delivery systems are set up and adjusted according to job specifications</p> <p>4.2. Sheet pick-up and transportation system is set up and adjusted according to job specifications</p> <p>4.3. Transfer systems are set up and adjusted according to job specifications</p> <p>4.4. <b>Substrate</b> is removed from process according to job specifications</p>
5. Set up machine for basic rotary cutting	<p>5.1. <b>Rotary cutting</b> devices are set up and adjusted according to job specifications</p> <p>5.2. Cutting pressures are set up and adjusted according to job specifications</p> <p>5.3. Counter knives/anvils are set in correct position</p>
6. Set up in-line units for basic processes	<p>6.1. Minor <b>in-line</b> printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications</p> <p>6.2. Assistance is given in set up of major in-line printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
7. Conduct sample run	7.1. Material to be used for sample is organised correctly 7.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 7.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 7.4. Results are interpreted to determine adjustment requirements 7.5. Adjustment changes are carried out according to product and machine specifications

## 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 when reading and interpreting job specifications and completing workplace documentation
- planning and organising to ensure registration alignment of cutting devices or dies by correctly organising the materials to be used
- teamwork by giving assistance with the setting up of in-line units
- using technology by selecting appropriate cutting device or dies.
- problem solving when checking the availability of all job related components

#### Required knowledge

- information concerning rotary die cutting or embossing that would be expect in the job documentation or production control system
- checks needed when cutting devices are mounted on a cylinder
- checks needed when the cutting devices are attached to the machine
- OHS concerns that are there when setting up reel transportation systems
- adjustments to the unwind reel that may be needed to suit various jobs
- important areas to be considered during webbing procedures
- OHS concerns that are there when setting up sheet transportation systems
- important areas to check with the feeder unit set up
- important areas of the reel delivery system that may need to be adjusted according to job specifications
- steps that should be taken to ensure that the delivery system operates effectively
- OHS factors that must be considered when setting up and/or operating machine delivery systems
- checks needed when substrate is removed from the machine
- ways in which the finished product can be secured for dispatch
- OHS factors that must be considered when setting up cutting devices
- determining machine pressure
- determining machine cutting depths
- the need to adjust in-line units
- details of the completed sample that should be examined to ensure conformance with the client's requirements
- storing the cutting edges, counter knives (anvils) to guard against damage and deterioration
- machine manuals, safety and other documentation that are relevant to this task and where they are kept
- information that is included in these documents



## 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>• correctly set up machines for basic rotary die cutting or embossing according to job specifications and within the production timeframe</li> <li>• demonstrate an ability to find and use information relevant to the task from a variety of information sources</li> <li>• demonstrate all safety devices on the machine</li> <li>• competency must be demonstrated on EITHER rotary die cutting OR embossing. For either process set up TWO jobs changing the type and size of substrates and design of finished patterns according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria</li> <li>• demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.</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> </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/observation 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, for example:</p> <ul style="list-style-type: none"> <li>• ICPSU201C Prepare, load and unload reels and cores on and off machine</li> <li>• ICPSU202C Prepare, load and unload product on and off machine</li> </ul>



**EVIDENCE GUIDE**

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|  | <ul style="list-style-type: none"><li>• ICPSU207C Prepare machine for operation (basic)</li><li>• ICPCF220C Produce basic converted or finished product.</li></ul> |
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## 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>	
<b><i>Cutting process</i></b> may include:	<ul style="list-style-type: none"> <li>rotary die and forme cutting, embossing.</li> </ul>
<b><i>Substrate handling</i></b> may include:	<ul style="list-style-type: none"> <li>wide or narrow reel or large or small sheet handling systems.</li> </ul>
<b><i>Rotary cutting units</i></b> may include:	<ul style="list-style-type: none"> <li>a range of machines with dies or cutting formes and manual, semi-automated, fully automated or computerised process control.</li> </ul>
<b><i>In-line processes</i></b> may include:	<ul style="list-style-type: none"> <li>minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, date coding, slitting that do not in themselves constitute another defined unit of competency. Where a major in-line process is defined as a separate competency (eg flat-bed cutting, folding) it should be assessed as such.</li> </ul>
<b><i>Shapes</i></b> may include:	<ul style="list-style-type: none"> <li>simple or single shapes.</li> </ul>
<b><i>Substrate types</i></b> may include:	<ul style="list-style-type: none"> <li>range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, corrugated board or metal.</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>	