Australian Government

Department of Education, Employment and Workplace Relations

ICPCF228C Produce basic rotary die cut or embossed product

Revision Number: 1

ICPCF228C Produce basic rotary die cut or embossed product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce a basic product on a rotary die cutting or embossing machine.

Application of the Unit

Application of the unit	This unit requires the individual to maintain the operation of machinery and the production process, to rectify minor problems and to shut down the equipment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain operation of reel transportation system (OR Element 2)	1.1. Reel stand and rewind reel are monitored and adjusted to ensure efficient continuous operation and to maintain correct tension and to ensure no marks, blemishes or damage to finished product 1.2. Web control system is monitored and adjusted to ensure correct tension and accurate continuous positioning of the web for efficient operation 1.3. Substrate is added to and removed from the process according to job specifications 1.4. Sheeting section is monitored and adjusted to ensure quality and efficient product delivery
2. Maintain operation of sheet transportation system (OR Element 1)	2.1. Feeder and delivery systems are monitored and adjusted to ensure continuous and efficient feeding to machine 2.2. Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 2.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 2.4. Substrate is added to process according to job specifications
3. Maintain basic rotary die cutting or embossing process	3.1. ***Cutting*** edge and knife condition are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.2. Cutting pressures are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.3. Registration of cutting devices and knife(s) is monitored and adjusted to ensure quality of product meets the standard of the approved sample 3.4. Packing of cutting devices is monitored and adjusted to ensure quality of product meets the standard of the approved sample
4. Maintain production process	4.1. Basic ***in-line*** printing/converting/binding/finishing process(es) are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 4.2. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule

ELEMENT	PERFORMANCE CRITERIA
	4.3. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 4.4. Manual and/or automatic control is used according to job specifications 4.5. Performance is monitored and verified using the process control system according to enterprise procedures 4.6. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 4.7. Process adjustments to eliminate problems are reported according to enterprise procedures 4.8. Faulty performance of equipment is identified and reported according to enterprise procedures 4.9. Waste is sorted according to enterprise procedures
5. Identify and rectify problems and faults	5.1. Problems in cutting (***rotary***) machine are identified and reported according to enterprise procedures 5.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 5.3. Cutting (rotary) machine operation is checked to ensure correct operation 5.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.5. Repair/adjustment is verified prior to resumption of operations
6. Conduct shutdown of production process	6.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 6.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 6.3. ***Substrate*** waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
7. Clean rotary cutting machine at end of run	7.1. Cutting devices and knife(s) are cleaned or replaced ready for next run 7.2. Cutting devices are sharpened correctly 7.3. Machine bed is cleaned ready for next run 7.4. Cutting units are disengaged and cleaned ready for

ELEMENT	PERFORMANCE CRITERIA
	next run 7.5. In-line printing/converting/binding/finishing units are cleaned ready for next run 7.6. Reel feed, transportation and delivery systems are disengaged and cleaned ready for next run 7.7. Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run 7.8. Production records or other documentation are accurately completed where required by enterprise procedures

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 and interpret job specifications and complete workplace documentation
- planning and organising by following the correct shutdown sequence
- teamwork by conducting the shutdown with fellow workers
- using technology by adjusting machinery to improve performance
- problem solving by monitoring and verifying performance using process control system

Required knowledge

- OHS factors that must be considered when setting up and/or operating machine transport systems
- areas of the reel stand that should be monitored to ensure trouble-free operation
- areas of the sheet-fed feeder that should be monitored to ensure trouble-free operation
- OHS factors that must be considered when setting up and/or operating machine delivery systems
- checks needed when substrate is removed from the machine
- OHS factors that must be considered when maintaining the cutting process
- important points to monitor when maintaining the rotary cutting process
- sectors of the basic in-line printing/converting/binding/finishing process that may need to be monitored and adjusted to meet the approved standards
- production difficulties that can be expected during production runs
- OHS factors that must be considered when problem solving on the rotary machine cutting process
- the procedure for correcting common machine faults
- OHS factors that must be considered when conducting machine shutdown procedures
- checks needed when waste is removed from the machine and surrounding area for disposal or recycling
- checks needed when cutting devices or knives are cleaned, stored or replaced ready for the next run
- areas of the machine that require cleaning at the end of the run
- quality aspects that should be considered in a completed rotary cutting job
- production areas that may have to be adjusted to meet client requirements
- machine manuals, safety and other documentation that are relevant to this task and where they are kept

REQUIRED SKILLS AND KNOWLEDGE
• information that is included in these documents

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • produce basic products that meet job specifications and production timeframes using rotary cutting or embossing equipment • demonstrate an ability to find and use information relevant to the task from a variety of information sources • competency must be demonstrated on EITHER rotary die cutting OR embossing. For either process produce TWO jobs with different types and sizes of substrate and design of finished patterns according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.
Context of and specific resources for assessment	Assessment must ensure: • assessment may take place on the job, off the job or a combination of these • off the job assessment must be undertaken in a closely simulated workplace environment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICPSU201C Prepare, load and unload reels and cores on and off machine • ICPSU202C Prepare, load and unload product on and off machine • ICPSU208C Operate and monitor machines (basic) • ICPCF227C Set up machine for basic rotary die cutting or embossing.

Range Statement

RANGE STATEMENT	
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.	
Cutting process may include:	• rotary die and forme cutting, and embossing.
In-line processes may include:	• minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, 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.
Rotary cutting units may include:	• a range of machines with dies or cutting and manual, semi-automated fully automated or computerised process control.
Substrate handling may include:	• wide or narrow reel or large or small sheet handling systems.
Shapes may include:	• simple or single shapes.
Substrate types may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, or metal.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Converting, Binding and Finishing

Co-requisite units

Co-requisite units		