



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF231C Set up machine for basic flat-bed cutting

Revision Number: 1

ICPCF231C Set up machine for basic flat-bed cutting

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up minor flat-bed cutting processes, including kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing, round cornering.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a range of minor flat-bed cutting processes including kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing, round cornering.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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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 production control system 1.2. Set-up is carried out correctly in minimum time with minimum wastage 1.3. Availability of all job related components is checked
2. Mount flat-bed cutting devices	2.1. Cutting devices are correctly mounted 2.2. Cutting devices are registered and proofed 2.3. Appropriate cutting devices are selected and secured to machine according to job specifications
3. Set up reel system (OR Element 4)	3.1. Unwind and rewind reels are set up and adjusted according to job specifications 3.2. Webbing procedures are carried out according to enterprise procedures 3.3. Web control system is set up and adjusted according to job specifications 3.4. Reels are spliced/joined according to job specifications 3.5. Folder and sheeter are set up and adjusted according to job specifications
4. Set up sheet system (OR Element 3)	4.1. Feeder and delivery systems are set up and adjusted according to job specifications 4.2. Sheet pick-up and transportation system is set up and adjusted according to job specifications 4.3. Transfer systems are set up and adjusted according to job specifications 4.4. Substrate is removed from process according to job specifications
5. Set up machine	5.1. Flat-bed cutting devices are set up and adjusted according to job specifications 5.2. Cutting pressures are set up and adjusted according to job specifications 5.3. Machine lays are set to correct position for registration
6. Assist in set up for other in-line processes	6.1. Assistance is given in set up of in-line printing/ converting/binding units. (NOTE: if entire set up is completed, refer to appropriate competency standards) 6.2. Minor in-line printing processes (date stamping, numbering) are set up correctly (if relevant)

ELEMENT	PERFORMANCE CRITERIA
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 to read and interpret job specifications and to complete workplace documentation
- planning and organising by setting up the machine for basic flat-bed cutting
- teamwork by conducting the shutdown with fellow workers
- using technology by setting up the sheet delivery system
- problem solving by removing substrate from the process according to job specifications

Required knowledge

- information concerning flat-bed hole punching/indexing/creasing and scoring that you would expect to find 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?
- webbing procedure considerations
- OHS concerns that are there when setting up sheet transportation systems
- important areas to check when the feeder unit is 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 to the client's requirements
- cutting tools and equipment storage 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

EVIDENCE GUIDE	
<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>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • correctly set up machinery for basic flat bed cutting according to job specifications and within the production timeframe • demonstrate an ability to find and use information relevant to the task from a variety of information sources • demonstrate all safety devices on the machine • competency must be demonstrated on any THREE different processes. For each 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 • demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • 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	<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"> • 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	<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"> • ICPSU201C Prepare, load and unload reels and cores on and off machine • ICPSU202C Prepare, load and unload product on and off machine

EVIDENCE GUIDE

- ICPSU207C Prepare machine for operation (basic)
- ICPCF220C Produce basic converted or finished product.

Since the component processes often occur as in-line processes they may also be assessed at the same time as virtually any printing, converting, binding and finishing or corrugating set up.

Range Statement

RANGE STATEMENT	
<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>	
<i>Cutting process</i> may include:	<ul style="list-style-type: none"> perforating, sprocket hole punching, slotting, sheeting, slitting, creasing, scoring.
<i>Substrate handling</i> may include:	<ul style="list-style-type: none"> wide or narrow reel or large or small sheet handling systems.
<i>Flat-bed cutting units</i> may include:	<ul style="list-style-type: none"> a range of machines with dies or cutting formes and manual, semi-automated, fully automated or computerised process control.
<i>In-line processes</i> may include:	<ul style="list-style-type: none"> minor processes that are integral to this competency can include basic in-line operations such as numbering, date coding. Where a major in-line process is defined as a separate competency (eg folding) it should be assessed as such.
<i>Substrate types</i> may include:	<ul style="list-style-type: none"> range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, corrugated board or metal.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Converting, Binding and Finishing
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Co-requisite units

Co-requisite units		