Australian Government

Department of Education, Employment and Workplace Relations

ICPCF232C Produce basic flat-bed cut product

Revision Number: 1

ICPCF232C Produce basic flat-bed cut product

Modification History

Not applicable.

Unit Descriptor

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

Application of the Unit

Application of the unit	This unit requires the individual to produce product involving a range of minor flat-bed cutting processes including kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing and round cornering.

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 reel transportation system (OR Element 2)	1.1. Reel stand and rewind sections are monitored and adjusted to ensure efficient continuous operation 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 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 the process according to job specifications
3. Maintain basic flat-bed cutting process	3.1. ***Cutting*** edges and knife condition are monitored and adjusted to ensure the quality of product meets the standard of the approved sample Webbing procedures are carried out according to enterprise procedures 3.2. Cutting pressures are monitored and adjusted to ensure the quality of product meets the standard of the approved sample Reels are spliced/joined according to job specifications 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

ELEMENT	PERFORMANCE CRITERIA
	fellow workers and according to enterprise procedures and planned daily schedule 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 ***flat-bed cutting*** machine operation 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. Flat-bed cutting 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 flat-bed cutting machine at end of run	7.1. Cutting devices and knife(s) are cleaned or replaced ready for next run

ELEMENT	PERFORMANCE CRITERIA
	7.2. Cutting devices are sharpened 7.3. Machine bed is cleaned ready for next run 7.4. Cutting units are disengaged and cleaned ready for 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 by monitoring and verifying performance using process control systems
- planning and organising by monitoring and adjusting transportation systems
- teamwork by conducting the shutdown with fellow workers
- using technology by adjusting machinery to improve performance
- problem solving by identifying problems and faults and developing solutions

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
- area of the web control system that should be adjusted to maintain correct web tension
- 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
- indicators that demand the replacement of a knife
- cutting pressure adjustment
- OHS factors that must be considered when problem solving on the machine maintaining the cutting process
- checks needed when packing cutting devices
- 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 during the machine shutdown procedure
- checks needed when the cutting devices or knives are cleaned or replaced ready for the next run
- machine cleaning requirements at the end of the run
- production records that need to be kept or written up
- information that should be included in this reporting procedure
- 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	
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 products involving a range of minor flat-bed cutting processes including: kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing and round cornering according to job specifications and production timeframes • demonstrate an ability to find and use information relevant to the task from a variety of information sources • competency must be demonstrated on THREE different processes. For each 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 • demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.
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

EVIDENCE GUIDE	
	• ICPSU202C Prepare, load and unload product on and off machine • ICPSU208C Operate and monitor machines (basic). 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 process.

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.	
Substrate handling may include:	• wide or narrow reel or large or small sheet handling systems.
Cutting process may include:	• flat-bed hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, pin perforating, indexing, round cornering.
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.
Flat-bed cutting units may include:	• a range of machines with dies, cutting formes or drills and manual, semi-automated fully automated or computerised process control.
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		