



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF263C Set up and produce hand-fastened product

Revision Number: 1

ICPCF263C Set up and produce hand-fastened product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up and produce hand-fastened product.
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Application of the Unit

Application of the unit	This unit requires the individual to set up and produce hand-fastened product.
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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

<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 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 1.4. Fastening system is set up and adjusted according to job specifications
2. Conduct sample run	2.1. Raw material to be used for sample is organised correctly 2.2. Equipment is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 2.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 2.4. Results are interpreted to determine adjustment requirements 2.5. Adjustment changes are carried out according to product and equipment specifications
3. Maintain basic fastening (adhesive/mechanical) process (OR Element 4)	3.1. Registration of fastening is monitored and adjusted to ensure quality of product meets the standard of the approved sample 3.2. Wire straightness, length, cut-off and clinching pressures are monitored and adjusted to ensure quality of product meets the standard of the approved sample OR 3.3. Adhesion is monitored and adjusted to ensure quality of product meets the standard of the approved sample
4. Maintain hand sewing process (OR Element 3)	4.1. Appropriate sewing supports are selected and spaced according to job specifications 4.2. Consistent thread tension is maintained during sewing 4.3. Sections are aligned at the head 4.4. Swelling is monitored and controlled
5. Maintain production process	5.1. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 5.2. Production is maintained according to OHS

ELEMENT	PERFORMANCE CRITERIA
	<p>requirements, manufacturer's specifications and enterprise procedures</p> <p>5.3. Performance is monitored and verified using the process control system according to enterprise procedures</p> <p>5.4. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention</p> <p>5.5. Process adjustments to eliminate problems are reported according to enterprise procedures</p> <p>5.6. Faulty performance of equipment is identified and reported according to enterprise procedures</p> <p>5.7. Waste is sorted according to enterprise procedures</p>
6. Identify and rectify problems and faults	<p>6.1. Problems in fastening (adhesive/mechanical) equipment are identified and reported according to enterprise procedures</p> <p>6.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level</p> <p>6.3. Fastening (adhesive/mechanical) equipment operation is checked to ensure correct operation</p>
7. Clean fastening equipment	<p>7.1. Mechanical <i>fastening unit</i> is disengaged and cleaned ready for next run OR</p> <p>7.2. Glue system is washed up ready for next run, and liquid waste is disposed of according to regulatory requirements and enterprise procedures</p> <p>7.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures</p> <p>7.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures</p> <p>7.5. Repair/adjustment is verified prior to resumption of operations</p> <p>7.6. Production records or other documentation are accurately completed where required by enterprise procedures</p>

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 reporting faulty equipment performance and completing production records and other documentation
- planning and organising by selecting and spacing appropriate sewing support
- teamwork when maintaining the production process in association with other workers
- using technology by maintaining the fastening process
- identifying problems and developing solutions when disposing of liquid waste according to regulatory requirements and enterprise procedures

Required knowledge

- information concerning binding that you would expect to find in the job documentation or production control system
- OHS factors that need to be addressed when adjusting machinery
- circumstances a machine would need to be adjusted
- correct binding technique for a job
- safety measures that should be taken when setting up and operating this equipment
- parts of the wire stitcher that would need to be adjusted to process books of different thicknesses
- positioning of the wire stitches on the book
- difference between a staple and a wire stitch
- determining the appropriate wire calliper for a particular job
- care that should be taken to ensure a neat and clean adhesive binding job
- sewing stages positioning on the book
- the term "Kettle stitch"
- common sewing problems likely to be met when sewing a multi-section book
- purpose of sewing frames
- ensuring that hand sewing remains firmly together
- problems that are associated with oiling a wire stitcher
- problems that can occur if equipment is not properly cleaned and maintained
- steps that can be taken to ensure the smooth passage of work through the factory
- occurrence of production problems during processing
- measures that can be used to prevent production interruptions
- acceptable binding result
- expectations if wire stitches are not in the right position
- causes of a book to be "stab" stitched

REQUIRED SKILLS AND KNOWLEDGE

- special problems that may be encountered with "stab" stitching
- "saddle" stitched or "flat"/"side" stitched determination
- 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 and produce hand-fastened products 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 in TWO areas of: adhesive/thermal (drawn on cover or heated binding tape application), mechanical (wire stitcher or heavy duty stapler including saddle and flat stitching), hand sewing (single and multi-section books) • For each area set up equipment and produce TWO basic hand-fastened products of different thickness and spine length to demonstrate equipment adjustment, according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.
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 • Assessment off the job 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"> • ICPCF220C Produce basic converted or finished

EVIDENCE GUIDE

	<p>product.</p> <p>Depending on the configuration of equipment and types of jobs, virtually any other converting, binding and finishing set up unit can be assessed at the same time.</p>
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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.

<i>Fastening process</i> may include:	<ul style="list-style-type: none"> • adhesive fastening such as: <ul style="list-style-type: none"> • cold and hot melt gluing • taping • mechanical fastening such as wire stitching, velo, comb and wire binding • hand section sewing.
<i>Fastening units</i> may include:	<ul style="list-style-type: none"> • a range of manually operated equipment.
<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, corrugated board, plastics and related films, or metal.
<i>Substrate handling</i> may include:	<ul style="list-style-type: none"> • manual handling of large or small sheets.

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		