



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF3109C Produce complex folded and glued cartons

Revision Number: 1

ICPCF3109C Produce complex folded and glued cartons

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce complex folded and glued products.
------------------------	---

Application of the Unit

Application of the unit	This unit requires the individual to produce complex folded and glued products and to correctly shut down and clean machinery when the job is completed.
--------------------------------	--

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

<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>
--	---

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain operation of carton blank system	1.1. Feeder is monitored and adjusted to ensure continuous and efficient feeding to <i>machine</i> 1.2. Carton blank pick-up and transportation system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 1.3. Transfer systems are monitored and adjusted to ensure correct and continuous carton blank handling and efficient operation 1.4. Substrate is added to process according to job specifications 1.5. Delivery is monitored and adjusted to ensure quality and efficient product delivery
2. Maintain complex carton folding and gluing process	2.1. Registration and accuracy of folds are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 2.2. Gluing process is monitored and adjusted to ensure accuracy of <i>glue</i> application and strength of adhesion to conform to quality standards
3. Maintain operation of production process	3.1. Production process is operated in association with fellow workers and according to enterprise specifications and planned daily schedule 3.2. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 3.3. Performance is monitored and verified using the process control system according to enterprise procedures 3.4. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.5. Process adjustments to eliminate problems are reported according to enterprise procedures 3.6. Faulty performance of equipment is identified and reported according to enterprise procedures 3.7. Waste is sorted according to enterprise procedures
4. Identify and rectify problems	4.1. Problems in folding and gluing machine operation are identified and reported according to enterprise requirements 4.2. Adjustments or corrections are carried out according to specified procedures and consistent with operator's

ELEMENT	PERFORMANCE CRITERIA
	skill level 4.3. Complex folding/gluing machine operation is checked to ensure correct operation
5. Conduct shutdown of production process	5.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 5.3. Waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 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. Clean folding/gluing machine at end of run	6.1. Folding unit is cleaned ready for next run 6.2. Gluing unit is disengaged and cleaned ready for next run 6.3. Transport and delivery systems are cleaned ready for next run 6.4. 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 such as safely switching off machinery before cleaning is started
- communication skills when reading and interpreting job requirements from job documentation or production control system
- planning and organising by setting up the carton blank transportation system before the carton delivery system
- teamwork when maintaining production processes in association with colleagues
- using technology by using carton folding and gluing machines
- problem solving by interpreting results to determine adjustment requirements

Required knowledge

Carton blank transportation and delivery systems

- OHS factors that must be considered when setting and/or operating folder/gluer transport and delivery systems
- areas of the feeder that should be monitored to ensure trouble-free operation?
- parts of the pick-up system that have to be adjusted to ensure accurate and continuous feeding
- areas of the delivery system that should be observed to prevent damage to the finished pr
- areas to continually observe to ensure the smooth trouble-free operation of the machine
- areas of the gluing unit that should be continuously monitored?
- OHS factors that must be considered when adjusting/correcting the machine
- causes of incorrect folding and how each may be corrected
- segments of quality assurance that would be inspected at the completion of the sample run
- action that should be taken if viscosity of adhesive in gluing unit is too low/high
- adjustment of the of the glue application
- areas of the machine that should be adjusted if carton blank is creasing
- areas of the machine that should be adjusted if carton blanks are not entering the machine
- areas of the machine that should be adjusted if sheets are not neatly entering delivery
- OHS factors that must be considered when cleaning the machine
- checks made when correctly shutting down the machine
- checks made when the finished work is prepared for dispatch

REQUIRED SKILLS AND KNOWLEDGE

- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine
- keeping the machine clear of surface rust (condensation)
- recommended cleaning agents
- production records that need to be kept or written up
- information that should be included in this reporting procedure
- quality aspects that should be considered in a completed folded carton
- steps that should be taken to ensure that important features of the production control system are followed
- altering production need to be altered to meet client requirements
- items to be checked against the client's sample
- machine manuals, safety and other documentation that are relevant to this task and where they are kept and 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"> produce a range of complex cartons as required in normal production on a Royal 40, a Bobst Media or a Bobst Domino demonstrate an ability to find and use information relevant to the task from a variety of information sources produce THREE crashlock, six-corner and specialty work carton jobs, with different sizes and weights of carton board and including use of multiple gluing units, according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
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</p>

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>Machines</i> may include:	<ul style="list-style-type: none"> royal 40, a Bobst Media or Bobst Domino with a computerised label printing unit.
<i>Glue</i> may include:	<ul style="list-style-type: none"> PVA and hot melt.

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Converting, Binding and Finishing
-------------------------	-----------------------------------

Co-requisite units

Co-requisite units		