



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF341C Set up machine for complex sequenced or multiple folding

Revision Number: 1

ICPCF341C Set up machine for complex sequenced or multiple folding

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up a machine for complex folding.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a machine for complex folding.
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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	<p>1.1. Job specifications are read and interpreted from job documentation or production control system</p> <p>1.2. Set-up is planned and carried out correctly in minimum time with minimum wastage</p> <p>1.3. Availability of all job related components is checked</p>
2. Set up reel system (OR Element 3)	<p>2.1. Unwind and rewind reels are set up and adjusted according to job specifications</p> <p>2.2. Webbing procedures are carried out according to job specifications</p> <p>2.3. Web control system is set up and adjusted according to job specifications</p> <p>2.4. Reels are spliced/joined according to job specifications</p> <p>2.5. Folder and sheeter are set up and adjusted according to job specifications</p>
3. Set up sheet system (OR Element 2)	<p>3.1. Feeder is set up and adjusted according to job specifications</p> <p>3.2. Double/misfeed detectors are set up according to job specifications</p> <p>3.3. Sheet pick-up and transportation system is set up and adjusted according to job specifications</p> <p>3.4. Transfer systems are set up and adjusted according to job specifications</p> <p>3.5. Material delivery is set up and adjusted according to job specifications</p>
4. Set up machine for complex sequenced or multiple folding	<p>4.1. Buckle/knife folding units are set up and adjusted according to job specifications</p> <p>4.2. Folding rollers/belts/rails are set up and adjusted according to job specifications</p>
5. Set up in-line units	<p>5.1. Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications</p> <p>5.2. Assistance is given in set up of major in-line printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)</p>
6. Conduct sample run	<p>6.1. Material to be used for sample is organised correctly</p> <p>6.2. Machine is set up and operated to produce a specified sample according to OHS requirements,</p>

ELEMENT	PERFORMANCE CRITERIA
	manufacturer's specifications and enterprise procedures 6.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 6.4. Results are interpreted to determine adjustment requirements 6.5. 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 such as safely switching off machinery before cleaning is started
- communication skills when reading and interpreting job specifications
- planning and organising when setting up the machine for complex folding and ensuring the availability of all job related components
- teamwork when assisting with the set up of in-line units
- using technology when setting up the sheet delivery system on a sheet-fed machine
- problem solving by identifying problems and faults and developing solutions

Required knowledge

- information concerning folding requirements that would you expect to find in the job documentation or production control system
- information interpretation to ensure smooth workflow throughout the factory
- factors that must be considered when planning a folding sample
- 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
- area of the web control system that should be adjusted to maintain correct positioning of the web
- OHS factors that must be considered when setting folder transportation and delivery systems
- areas of the sheet-fed transportation system that should be monitored to ensure trouble-free operation
- parts of the sheet pick-up system that should be adjusted to ensure accurate and continuous sheet handling
- areas of the delivery system that should be observed to maintain neat delivery of finished work
- areas of the delivery system that should be observed to prevent damage to the finished product
- checks to be made when substrate is removed from the machine
- ways in which the folded sheets can be secured for dispatch
- OHS factors that must be considered when setting up and/or adjusting the folding unit
- largest/smallest size sheet that can be processed on this machine
- adapting the machine to facilitate smaller/larger stock

REQUIRED SKILLS AND KNOWLEDGE

- factors that determines the accuracy of sheets entering folding rollers
- causes scratching/scuffing of substrate during transportation
- factors that determines the speed of the machine
- adjustments to be made if the sheet is not reaching the fold unit
- adjustment to be made if the sheet is turned on the transportation unit
- problems that can be expected if the machine is running too fast
- problems that can be expected if the machine rollers are set too loose
- problems that can be expected if there is too much roller pressure
- problems that can be expected if the delivery system is not set correctly
- factors that determines the correct roller pressure for a given job
- roller pressures checks for correctness
- adjustment to be made if the sheet is out-of-square
- reasons for the sheet being out-of-square
- adjustment to be made to ensure that the sheets are not smudging/"scuffing"
- adjustments to be made if the sheet will not leave the folding unit
- OHS factors that must be considered when adjusting machine units
- steps that are taken to ensure correct alignment of in-line processes/units
- checks to be made when operating the electronic gate fold unit
- use of a gate fold unit
- use of a gluing unit on a job
- adhesive that is used in the gluing unit
- adjustments made to the length of the glue line
- causes of out-of-square folding and explain how each may be corrected
- segments of quality assurance that would be inspected at the completion of the sample run
- communication action that should be instigated if job is out-of-square
- communication action that should be instigated if ink is too wet for production
- communication action that should be instigated if job does not coincide with sample
- areas of the machine that should be adjusted if the sheet is creasing
- areas of the machine that should be adjusted if the sheet is caught in the fold plate
- areas of the machine that should be adjusted if the sheet is not entering the machine
- items that must 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"> • correctly set up machines for complex folding 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 • set up THREE multiple sequenced folding jobs (eg letter folds, concertina folds) OR gusseting (envelope adjuster) jobs, using different sizes and weights of substrates (eg 45-110 gsm) and including use of a gluing unit and/or gate fold unit, 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 this unit may be assessed at the same time as:</p> <ul style="list-style-type: none"> • ICPCF320C Produce complex converted or finished product.

EVIDENCE GUIDE

Depending on the configuration of equipment and types of jobs, the following units may also be assessed at the same time:

- ICPCF231C Set up machine for basic flat-bed cutting
- ICPCF235C Set up machine for basic rotary cutting
- ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening
- ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening.

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>Folding units</i> may include:	<ul style="list-style-type: none"> a range of machines with manual, semi-automated, fully automated or computerised process control.
<i>Folding process</i> may include:	<ul style="list-style-type: none"> sequenced, multiple folding or gusseting.
<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 perforating, numbering, date coding, 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.
<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"> wide or narrow reel or large or small sheet handling systems.

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		