



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF371C Decorate paper

Revision Number: 1

ICPCF371C Decorate paper

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to use a range of paper and edge decorating techniques.
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Application of the Unit

Application of the unit	This unit requires the individual to set up and use a range of paper and edge decorating techniques including marbling, gilding, gauffering, staining, sprinkling, spraying, burnishing and paste paper.
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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. Surface to be decorated is prepared 1.2. Edges are trimmed, scraped and sanded as appropriate to the technique being used 1.3. Appropriate size, mordant or glair is prepared and applied
2. Carry out marbling	2.1. Bath is prepared with gum or water as appropriate to technique being used 2.2. Equipment is selected and set up according to job specifications 2.3. Colours are mixed to correct consistency for required spread 2.4. Books are tied up if edges are to be marbled 2.5. Bath is prepared according to job specifications 2.6. Substrate is correctly dipped and removed then rinsed and dried
3. Gild edges with leaf	3.1. Book is loaded into laying press 3.2. Red bole or black lead (graphite) is correctly applied and treated 3.3. Gold and glair are correctly applied and burnished
4. Gild edges mechanically	4.1. Substrate is loaded into press 4.2. Substrate is prepared according to technical requirements 4.3. Gilding machine is set up with appropriate pressure, heat and dwell time 4.4. Gilding foil is applied to substrate using the correct technique 4.5. Appropriate additives are used if foil fails to take
5. Carry out gauffering	5.1. Design to be transferred is drawn up using the correct technique 5.2. Tools are selected and prepared 5.3. Book is locked into laying press 5.4. Impressions are made ensuring even result
6. Carry out staining or sprinkling or spraying	6.1. Books or papers are positioned and clamped or weighted 6.2. Covering Colour is prepared according to job specifications 6.3. Colour is applied with sponge, spray gun, roller or sprinkling brush as appropriate ensuring even

ELEMENT	PERFORMANCE CRITERIA
	application and adequate time to dry
7. Apply graphite	7.1. Book is locked into laying press 7.2. Graphite powder is applied using the correct technique 7.3. Edges are burnished to required effect
8. Carry out burnishing	8.1. Book is locked into laying press 8.2. Bloodstone or agate tools are selected as appropriate 8.3. Beeswax is supplied in fine film or worked through waxed paper 8.4. Edges of book are burnished using appropriate pressure
9. Make paste paper	9.1. Paste is prepared to correct consistency and colour 9.2. Required patterns are created using brushes, combs, dies or pulling off

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 using tools and operating equipment
- communication skills when confirming job specifications
- planning and organising when preparing the appropriate materials for the chosen technique
- teamwork when maintaining the production process in association with others
- using technology when applying colour with the relevant tools
- problem solving by using additives if foils do not take

Required knowledge

- OHS concerns that are there in the various methods of paper decoration
- size/mordant/glair that is used for a particular process and its appropriate strength
- methods of application and describe where each is used
- examples of surface preparation timing before treatment
- importance that substrate should be free of dust
- different gums that can be used in the bath
- correct consistency of the bath
- techniques used to produce different patterns or effects
- likely causes of blank spots on the substrate
- control of the spread of colour
- temperature affect on the marbling process
- reasons for gold not sticking
- repair of a break in a gilt edge
- methods of picking up gold leaf for edge gilding
- technique that is used for gilding in the round
- difference of antique gilding from a solid gilt edge
- use of red bole or black lead with the gold
- technique that is used to obtain an even impression
- consequence of inappropriate pressure
- ways in which you ensure that you have an even finish
- minimisation of colour absorption in absorbent stocks
- methods that can be used to prevent colour appearing on an adjacent edge
- ways in which correct consistency of graphite/paste mixture is determined
- ways in which an even coating is ensured
- most common fault with burnished edges
- steps can be taken to ensure a smooth result
- ways in which the correct consistency for paste is determined

REQUIRED SKILLS AND KNOWLEDGE

- ways in which colour fastness ensured
- techniques used to produce different patterns
- 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 decorate paper using a range of techniques 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 competency must be demonstrated in TWO processes of which ONE must be marbling or gilding OR any THREE processes. For each process produce TWO jobs (if possible using different sizes, styles and substrates), 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 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>Types of decoration</i> may include:	<ul style="list-style-type: none"> includes marbling, edge gilding, gauffering, staining and sprinkling, graphite, burnishing, paste paper.
<i>Location of decoration</i> may include:	<ul style="list-style-type: none"> includes edges, fore edges (flat and round) and paper surfaces.

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		