



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF391C Use electronic monitoring systems (converting and finishing)

Revision Number: 1

ICPCF391C Use electronic monitoring systems (converting and finishing)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to use electronic monitoring systems for glue lines used in the container and carton sector of the industry and for gatherers and folders used in the binding and finishing sector.
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Application of the Unit

Application of the unit	This unit requires the individual to use electronic monitoring systems for glue lines, gatherers and folders.
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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. Set up electronic monitoring system	1.1. Parameters are set according to job type and specifications and enterprise procedures 1.2. Monitor is positioned according to job type and specifications 1.3. Ejection system is positioned according to job type and specifications, where relevant 1.4. Marking system is positioned according to job type and specifications, where relevant 1.5. "Learn" function is started to identify sheets and signatures, where relevant
2. Run job and monitor production	2.1. Glue line registration and glue application is monitored to ensure product conforms to job specifications 2.2. <i>Machine</i> is adjusted if the number of rejects exceeds specified limits 2.3. Reasons for stoppages are identified and corrected 2.4. Initial set up parameters are monitored and reviewed to ensure smooth production of <i>quality</i> product
3. Review production data	3.1. Production rejects are monitored and causes are identified 3.2. Overall data is reviewed at the end of the product run 3.3. Information on production documentation is recorded as required

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 setting up and operating electronic monitoring systems
- communication skills when recording information on production documents
- planning and organising when positioning the monitor according to job type
- teamwork when maintaining the production process in association with other staff
- using technology when setting up the electronic monitoring system
- problem solving when identifying reasons for rejects during production

Required knowledge

- OHS factors that need to be considered when setting up and operating electronic monitoring systems
- importance of the distance between cartons on the machine t for production and for the operation of the electronic monitoring system
- checking the ejector (or marker) for correct operation
- different carton types and substrates and the affect on the amount and position of glue required
- glue is requirements for different carton types
- result of too much or too little glue
- result of an incorrectly positioned glue line
- process for fixing too much and too little glue
- process for adjusting the position of the glue line with respect to the length of the glue flap
- other machine faults that are registered on the EMS
- other parts of the folding/gluing system that will cause monitoring system to reject product
- ways of ensuring that the EMS is ejecting/marking only faulty cartons
- parts of the machine that need to be adjusted if reject cartons are not correctly identified and culled
- faults that are likely to trigger the signature or sheet monitoring system
- cause of common faults and how can they be avoided and corrected
- quality principles behind the use of electronic monitoring
- work procedures that can be implemented to minimise faults
- production records that need to be kept or written up
- information that should be included in this reporting procedure
- steps that should be taken to ensure that important features of the production control system are followed
- 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

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• other sources of information that are available |
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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 use electronic monitoring systems for glue lines, gatherers and folders according to job specifications and within the production timeframe • set up electronic monitoring systems for TWO different jobs, preferably of different sizes and substrates, according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria • demonstrate an ability to retrieve information from the electronic system.
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:</p> <ul style="list-style-type: none"> • ICPCF220C Produce basic converted or finished product • ICPCF241C Set up machine for basic single or continuous folding • ICPCF243C Set up machine for basic collating or inserting (sheet/section) • ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening • ICPCF320C Produce complex converted or finished

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	<p>product</p> <ul style="list-style-type: none">• ICPCF341C Set up machine for complex sequenced or multiple folding• ICPCF343C Set up machine for complex collating or inserting (sheet/section/reel)• ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening.
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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>Machines</i> may include:	<ul style="list-style-type: none"> folder/gluers, gatherers and other relevant converting and finishing machines.
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> should meet client requirements and enterprise and industry standards.
<i>Monitoring systems</i> may include:	<ul style="list-style-type: none"> electronic glue line monitoring systems (EMS) and monitoring systems for gatherers and folders that identify incorrect sheets or signatures. Systems may eject or mark faulty product (mainly in carton sector) or shut down production (mainly in binding and finishing).
<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>Degree of autonomy</i> may include:	<ul style="list-style-type: none"> working under limited supervision.

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		