



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF396C Set up in-line scoring, folding and gluing machine for envelope manufacture

Release: 1

ICPCF396C Set up in-line scoring, folding and gluing machine for envelope manufacture

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up in-line scoring, folding and gluing machines used in the manufacture of envelopes.
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Application of the Unit

Application of the unit	This unit requires the individual to set up in-line scoring, folding and gluing machines.
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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
<p>1. Set up and adjust units</p>	<p>1.1. All details required for the job are checked and confirmed against <i>job specifications</i> 1.2. The <i>correct materials</i> are checked and available for the job 1.3. Adhesives appropriate for the substrate, the application process and the machine are selected 1.4. Work area is made safe and ready for production according to safety requirements 1.5. Blades are sharp and fitted as necessary, with units calibrated according to job specifications 1.6. Settings are checked against job specifications before production is commenced 1.7. Adhesives are positioned correctly and applied evenly</p>
<p>2. Confirm quality of output</p>	<p>2.1. A sample from the machine is selected and checked to ensure it conforms to the required quality standards 2.2. Adjustments are made when the standards are not met 2.3. Each in-line process is monitored and minor adjustments made during production as required 2.4. Samples are continuously monitored for defects and removed where relevant 2.5. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved 2.6. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards 2.7. The locations of all emergency shutdown buttons and triggers are known</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS when making the work area safe and preparing for production according to safety requirements
- communication skills when checking and confirming job specifications
- basic literacy to read work instructions
- planning and organising when monitoring wastage and correctly disposing of it according to enterprise quality standards
- teamwork when maintaining the production process in association with other staff
- using technology when operating in-line scoring, folding and gluing machines
- problem solving when monitoring each in-line process and making adjustments as required during production

Required knowledge

- common faults associated with folder gluer machines, what causes them and how to correct them
- enterprise documentation procedures
- enterprise quality standards
- enterprise faults procedures

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"> • set up machinery and produce scoring, folding and gumming that meets job specifications for envelope dimensions, envelope squareness, flap dimensions, throat size, gum position, gum level and gum evenness according to job specifications and within the production timeframe • for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of assessment methods to indicate consistent performance in in-line scoring, folding and gluing envelopes • 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 both of these. Off the job assessment must be undertaken in a closely simulated workplace environment • access to in-line scoring, folding, and gluing machines used in the manufacture of envelopes.
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	
<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. 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>Job specifications</i> may include:	<ul style="list-style-type: none"> • job sheets, batch processing orders, job specs.
<i>Correct materials</i> may include:	<ul style="list-style-type: none"> • glues, papers, coated and uncoated, pre-printed.

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	