Australian Government

Department of Education, Employment and Workplace Relations

ICPPR262C Produce foil stamped product

Revision Number: 1

ICPPR262C Produce foil stamped product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce gold blocking and hot foil stamping product.

Application of the Unit

Application of the unit	This unit requires the individual to operate a gold blocking or hot foil stamping machine ensuring an efficient production flow that maintains product quality standards. Any production problems are anticipated and rectified with minimum downtime. The machine is correctly shut down and cleaned according to OHS guidelines.

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

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain operation of reel system (OR Element 2 OR Element 3)	1.1. Reel stand and rewind section is monitored and adjusted to maintain correct tension and to ensure no marks, blemishes or damage to finished product and to ensure efficient continuous operation 1.2. Web control system is monitored and adjusted to ensure correct tension and accurate continuous positioning of the web and efficient operation 1.3. ***Substrate*** is added to and removed from process according to job instructions 1.4. Sheeting section is monitored and adjusted to ensure quality and efficient product delivery 1.5. Set-off/marking prevention system is monitored and adjusted to ensure quality of printed product without set-off or marking meets the standard of approved proof
2. Maintain operation of sheet system (OR Element 1 OR Element 3)	2.1. Feeder and delivery is monitored and adjusted to ensure continuous and efficient feeding to ***machine*** 2.2. Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 2.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 2.4. Substrate is added to and removed from process according to job instructions 2.5. Set-off/marking prevention system is monitored and adjusted to ensure quality of printed product without set-off or marking meets the standard of approved proof
3. Maintain in-line loading and ejection (OR Element 4 OR Element 5)	3.1. ***In-line*** loading is monitored and adjusted to ensure quality and efficient product delivery 3.2. In-line ejection is monitored and adjusted to ensure quality and efficient product delivery
4. Maintain production process	4.1. Production process is operated in association with fellow workers and according to company specifications and planned daily schedule 4.2. If necessary, the location of objects into fixtures/jigs is monitored and adjusted 4.3. ***Foil*** transfer system is monitored and adjusted to ensure quality of printed product meets the standard of

ELEMENT	PERFORMANCE CRITERIA
	approved proof 4.4. Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure quality of product meets the standard of the approved proof 4.5. Production is maintained within OHS requirements and company and manufacturer's specifications 4.6. Manual and/or automatic control is used as per specification 4.7. Performance is monitored and verified using the process control system according to enterprise procedures 4.8. Foil performance and position of print are monitored and adjusted throughout production run 4.9. Waste is sorted according to enterprise procedures
5. Identify and rectify problems	5.1. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 5.2. Process adjustments to eliminate problems are reported according to enterprise procedures 5.3. Faulty performance of equipment is identified and reported according to enterprise procedures 5.4. Problem in foil stamping machine operation is identified and reported according to enterprise procedures 5.5. Adjustments or corrections are carried out according to specified procedures and consistent with operator's skill level 5.6. Foil stamping machine operation is checked to ensure correct operation
6. Conduct shutdown of production process	6.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 6.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 6.3. Unused foil is correctly labelled and stored according to manufacturer/supplier specifications and enterprise procedures 6.4. Waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 6.5. All product is removed from operating area

ELEMENT	PERFORMANCE CRITERIA
	6.6. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 6.7. Repair/adjustment is verified prior to resumption of operations
7. Clean printing machine at end of print run	7.1. In-line printing/converting/binding/finishing units are cleaned ready for next run 7.2. Reel feed, transportation and delivery systems are disengaged and cleaned ready for next run OR 7.3. Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run OR 7.4. Jig and conveyors are disengaged and cleaned ready for next run 7.5. 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 of ideas and information by providing feedback to internal and external clients about printing, in-line processes and job specifications
- collecting, analysing and organising information by collecting and analysing data about printing process, machine specifications and performance to calculate appropriate adjustments for the job
- planning and organising activities by providing information about time and materials requirements for production scheduling
- teamwork when communicating with work team members and workers involved in prior and subsequent processes to ensure efficient production
- mathematical ideas and techniques by calculating consumables and personnel requirements to meet production schedules
- problem-solving skills by identifying print problems and correcting during print run
- use of technology by using monitoring systems, understanding their output and feeding into production management systems

Required knowledge

- maintaining in-feed and delivery of reel or sheet or 3D object transportation section
- OHS concerns when operating a transportation system
- why sheets are fanned before loading into the press
- affect the printing of double sheets has on the foil stamped product
- why tracking of the web is important to position and register
- implications if the web is not spliced correctly
- identification that should be used for web splices
- precautions that should be taken to ensure that the rewound product is of consistent acceptable quality
- if sheeted, components that can be adjusted to ensure correct delivery
- how printed material that is not of an acceptable standard is identified
- aspects of loading and ejection that need to be monitored
- maintaining the foil stamping process
- major OHS concerns when foil stamping
- considerations that will contribute to determining the ideal press speed
- interval that the product be checked for consistency
- cause of the non-image areas of the print filling in
- remedial action to be taken if the edges of the print were jagged

REQUIRED SKILLS AND KNOWLEDGE
• use of anti set off spray not recommended when foil stamping • adjusting the machine to correct a shift in the image position on the object • shutdown and cleaning of the press • dangers that exist from solvents and solutions used to clean the press and printing dies • how dies should be stored following printing • effect of poorly stored dies • parts of the machine to be thoroughly cleaned following the print run • components to be inspected for wear following the print run • records that are important for following or repeat prints • machine manuals, safety and other documentation that are relevant to this task

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • operate a gold blocking or hot foil stamping machine ensuring an efficient production flow that maintains product quality standards. Any production problems are anticipated and rectified with minimum downtime. The machine is correctly shut down and cleaned according to OHS guidelines • demonstrate use of computerised control, monitoring and data entry systems if available and appropriate • demonstrate an ability to find and use information relevant to the task from a variety of information sources • produce TWO foil stamped products (if possible including at least ONE in-line process if relevant) according to job specifications, enterprise procedures and the Performance Criteria.
Context of and specific resources for assessment	Assessment must ensure: • 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 • a gold blocking or hot foil stamping machine.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • 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	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICPSU201C Prepare, load and unload reels and cores on and off machine • ICPSU202C Prepare, load and unload product on and

EVIDENCE GUIDE	
	off machine • ICPSU208C Operate and monitor machines (basic) • ICPPR261C Set up for foil stamping.

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.	
Substrate handling may include:	• wide or narrow reel or large or small sheet or 3D object handling systems.
Machines may include:	• a range of foil stamping machines, including machines with computerised monitoring and/or control.
In-line processes may include:	• 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.
Foils may include:	• range of foils used in gold blocking and hot foil stamping.
Colour matching systems may include:	• use of visual colour assessment and matching under controlled lighting conditions.
Design may include:	• simple graphics and text. Minor variation in registration and position.
Substrate types may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, wood, plastics and related films, metal injection moulded plastics, moulded plastics, lacquered substrates.
Degree of autonomy may include:	• working to defined procedures under limited supervision.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Printing

Co-requisite units

Co-requisite units		