



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPPR288A Produce basic relief printed product**

**Revision Number: 1**

## ICPPR288A Produce basic relief printed product

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to produce basic relief printed product.  No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to operate a platen, cylinder or rotary printing machine ensuring an efficient routine production flow that maintains product quality standards. Any production problems are rectified with minimum downtime. The <i>machine</i> is correctly shut down and cleaned according to occupational health and safety (OHS) guidelines.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Maintain operation of reel system	<p>1.1. Reel stand and rewind sections are monitored to ensure efficient continuous operation, correct tension and to ensure no marks or blemishes to finished product</p> <p>1.2. Web control system is monitored and adjusted to ensure correct tension and accurate continuous positioning of the web for efficient operation</p> <p>1.3. <b>Substrate</b> is added to and removed from process according to job instructions</p> <p>1.4. Sheeting section is monitored and adjusted to ensure quality and efficient product delivery</p> <p>1.5. Set-off/marketing prevention system is monitored and adjusted to ensure the quality of the printed product meets the standard of the approved proof</p>
2. Maintain operation of sheet system	<p>2.1. Feeder and delivery sections are monitored and adjusted to ensure continuous and efficient feeding to machine</p> <p>2.2. Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation</p> <p>2.3. Transfer system is monitored and adjusted to ensure correct and continuous sheet handling and efficient operation</p> <p>2.4. Substrate is added to and removed from the process according to job instructions</p> <p>2.5. Set-off/marketing prevention system is monitored and adjusted to ensure the quality of the printed product meets the standard of the approved proof</p>
3. Maintain basic routine relief printing process	<p>3.1. Relief forme or plate cylinder condition is monitored and adjusted to ensure the quality of the printed product meets the standard of the approved proof</p> <p>3.2. Relief impression surface condition is monitored and adjusted to ensure the quality of the printed product meets the standard of the approved proof</p> <p>3.3. Relief inking system is monitored and adjusted to ensure the quality of the printed product meets the standard of the approved proof</p>
4. Maintain routine production process	<p>4.1. Production process is implemented in association with fellow workers and according to company specifications and planned daily schedule</p> <p>4.2. Production is maintained within OHS requirements</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>and company and manufacturer's specifications</p> <p>4.3. Manual and/or automatic control is used according to specification</p> <p>4.4. Performance is monitored and verified using the process control system according to enterprise procedures</p> <p>4.5. <b>Ink</b> performance, colour, register and position already included in line embellishments of print are monitored and adjusted throughout production run</p> <p>4.6. Production difficulties are anticipated and action is taken to prevent occurrence by timely intervention</p> <p>4.7. Process adjustments to eliminate problems are reported according to enterprise procedures</p> <p>4.8. Waste is sorted according to enterprise procedures</p>
5. Identify and rectify problems	<p>5.1. Problem in relief machine operation is identified and reported according to enterprise procedures</p> <p>5.2. Adjustments or corrections are carried out according to specified procedures</p> <p>5.3. Relief <b>machine</b> operation is checked to ensure correct operation</p>
6. Conduct shutdown of production process	<p>6.1. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements</p> <p>6.2. Unused ink is correctly labelled and stored according to manufacturer/supplier specifications and enterprise procedures</p> <p>6.3. Solid and liquid waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures</p> <p>6.4. Embellishment equipment is correctly labelled and stored according to manufacturer/supplier specifications and enterprise procedures</p> <p>6.5. All product is removed from operating area</p> <p>6.6. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures</p> <p>6.7. Repair/adjustment is verified prior to resumption of operations</p>
7. Clean and wash up printing machine at end of print run	<p>7.1. Cylinders, plate and roller surfaces are cleaned ready for next run</p> <p>7.2. Inking system is washed up ready for next run, and</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>liquid waste is disposed of according to company and regulatory requirements</p> <p>7.3.<i><b>In-line</b></i> printing/converting/binding/finishing units are cleaned ready for next run</p> <p>7.4.Reel feed, transportation and delivery systems are disengaged and cleaned ready for next run</p> <p>7.5.Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run</p> <p>7.6.Production records or other documentation are accurately completed where required by enterprise procedures</p>

## 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 for providing feedback to internal and external clients about printing processes and job specifications
- collecting, analysing and organising skills for collating details of job and machine specifications and printing processes to ensure efficient production
- planning and organising skills for coordinating sequences for printing and washup
- teamwork skills for communicating with work team members and workers involved in prior and subsequent processes to ensure efficient production
- numeracy skills for calculating consumables requirements
- problem-solving skills for identifying print problems and correcting during print run
- technical skills for using machines and monitoring systems

#### Required knowledge

- reel or sheet transportation and delivery systems
- OHS concerns when loading and handling heavy reel sheets fanned before loading into the press
- web tracking and importance to position and register
- consequences of not splicing web correctly
- components that need to be adjusted to ensure correct delivery
- effect of excessive suction on the slow-down wheels
- frequency that quality of product should be assessed
- causes of a halo effect on the relief print
- signs of wear in the image area of the plate marking product deemed unacceptable by operator
- monitoring systems
- maintaining ink levels
- in-line processes
- OHS concerns for the in-line components of the press
- frequency of examination of in-line components
- quality control and problem solving techniques
- precautions to be taken to ensure that the rewound product is of consistent acceptable quality
- printed material that is not an acceptable standard
- quality assurance processes
- actions if mild set-off was found on the back of the print

**REQUIRED SKILLS AND KNOWLEDGE**

- who to consult if there are problems with the print that cannot be fixed by the operator
- location of information concerning the correct operation of the machine
- shutdown and wash procedures
- dangers from solvents and solutions used to clean the inking system, plates, cylinders and the press
- procedures for correctly storing plates following printing
- parts of the machine that should be thoroughly cleaned following the print run
- components that should be inspected for wear following the print run
- important records to be kept for repeat prints
- machine manuals, safety and other documentation relevant to this task, where are they kept and the information included in these documents



## 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 platen, cylinder or rotary printing machine ensuring an efficient routine production flow that maintains product quality standards
- rectify production problems with minimum downtime
- shut down machine correctly and clean according to OHS guidelines
- use computerised control, monitoring and data entry systems if available and appropriate
- find and use information relevant to the task from a variety of information sources
- manipulate embellishment tools and operations
- produce two basic relief printing jobs (if possible including at least one in-line process) according to manufacturer's and job specifications and enterprise procedures.

#### Context of and specific resources for assessment

Assessment must ensure:

- that conditions are typical ambient conditions found in the workplace
- access to relevant facilities and equipment, including platen, cylinder or rotary printing machines
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

#### 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
- practical demonstration by the candidate when setting up and producing a basic relief printed product.

**EVIDENCE GUIDE****Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. Evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity with other units, for example:

- ICPSU201C Prepare, load and unload reels and cores on and off machine
- ICPSU202C Prepare, load and unload product on and off machine
- ICPSU208C Operate and monitor machines (basic)
- ICPPR393A Set up for basic relief printing.

For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance.

## 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.

<b><i>Substrate</i></b> may include:	<ul style="list-style-type: none"> <li>• range of substrates within the major categories of:               <ul style="list-style-type: none"> <li>• paper</li> <li>• pressure sensitive material</li> <li>• board</li> <li>• plastics</li> <li>• related films or metal.</li> </ul> </li> </ul>
<b><i>Ink</i></b> may include:	<ul style="list-style-type: none"> <li>• inks commonly used in 1-2 colour printing.</li> </ul>
<b><i>Machine</i></b> may include:	<ul style="list-style-type: none"> <li>• a range of platen, cylinder and rotary printing machines with:               <ul style="list-style-type: none"> <li>• manual</li> <li>• semi-automated</li> <li>• fully automated</li> <li>• computerised process control.</li> </ul> </li> </ul>
<b><i>In-line</i></b> may include:	<ul style="list-style-type: none"> <li>• basic in-line operations, such as:               <ul style="list-style-type: none"> <li>• perforating</li> <li>• numbering</li> <li>• date coding</li> <li>• slitting top cutting</li> <li>• one up die cutting</li> <li>• foiling</li> <li>• embossing.</li> </ul> </li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

Competency field	Printing
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## Co-requisite units

Co-requisite units		