



Australian Government

ICPCBF2180 Produce basic folded and glued cartons

Release: 1

ICPCBF2180 Produce basic folded and glued cartons

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to produce basic folded and glued cartons and correctly shut down machinery when the job is completed.

It applies to individuals in the printing and graphic arts industry who produce basic folded and glued cartons to meet production requirements. They generally work under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Maintain operation of carton blank system	1.1 Monitor and adjust feeder to maintain continuous feeding to machine 1.2 Monitor and adjust carton blank pick-up and transport system to maintain continuous carton blank handling and operation 1.3 Review and adjust transfer systems to maintain continuous carton blank handling and operation 1.4 Check and adjust delivery to maintain product delivery according to quality requirements
2. Maintain basic gluing and continuous folding process	2.1 Monitor and adjust registration and squareness of fold to confirm quality of product meets approved sample standard 2.2 Check and adjust registration of gluing to confirm quality of

ELEMENT	PERFORMANCE CRITERIA
	product meets approved sample standard 2.3 Observe and adjust adhesion to confirm quality meets approved sample standard
3. Identify and rectify minor problems	3.1 Monitor and verify performance using the process control system according to enterprise procedures 3.2 Identify and report problems in folding operation 3.3 Carry out adjustments and corrections to folding operation within scope of own role 3.4 Check folding to confirm operation meets requirements 3.5 Identify and report problems in gluing unit 3.6 Carry out adjustments and corrections to gluing unit according to within scope of own role 3.7 Check gluing unit operation to confirm operation meets requirements
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Conduct shutdown in association with fellow workers and in compliance with work health and safety (WHS) requirements 4.3 Wash glue system and prepare for next run 4.5 Remove waste from operating area and recycle or dispose of, where required, according to regulatory requirements 4.6 Identify machine faults requiring repair and report to designated person 4.7 Verify repairs and adjustments prior to resumption of operations 4.8 Complete production records and other documentation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	Identifies and interprets text to confirm work requirements from information contained within relevant specifications and enterprise documents

Writing	Enters routine data associated with production processes and enterprise procedures
Oral Communication	Participates in routine spoken interactions to report issues or to confirm or clarify requirements
Self-management	Identifies and follows all procedures for operation and maintenance of equipment, incorporating regulatory and enterprise requirements
Teamwork	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	- Sequences and schedules activities required to complete tasks and monitors implementation making adjustments as necessary - Uses analytical processes to interpret relevant information and make decisions directly related to tasks
Problem solving	Identifies and anticipates an increasing range of familiar problems, actively looking for early warning signs and implementing contingency plans
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPCBF218 Produce basic folded and glued cartons.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPCBF2180 Produce basic folded and glued cartons

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce at least four simple straight line folded and glued cartons of different sizes and weights according to manufacturer and job specifications and enterprise procedures on one or more industry standard carton folding and gluing machines.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements
- anticipate production difficulties and take preventive action to prevent occurrence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- enterprise procedures, manufacturer specifications and work health and safety (WHS) requirements for:
 - setting up and operating machine delivery systems
 - operating, adjusting and cleaning folding and gluing machines
- different types of folding and gluing machines
- checks to be undertaken when substrate is removed from the machine
- production areas to continually observe to maintain operation of the machine
- causes of out-of-square folding and correction procedures
- the segments of quality assurance inspected at completion of the sample run, and the changes required to production
- parts of the machine that can be adjusted if carton blanks are creasing
- factors that affect glue adhesion on cartons, and the requirements to adjust glue application

- machine shutdown procedures
- procedures for preparing the finished work for dispatch
- areas of the machine that need regular cleaning, and materials that need to be cleaned
- requirements to keep the machine clear of surface rust (condensation)
- factors that determine a quality product in a completed folded job
- regulations and enterprise procedures for waste management
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- special purpose tools, equipment and materials
- industry standard folding and gluing machine.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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