



Australian Government

ICPCBF218 Produce basic folded and glued cartons

Release: 1

ICPCBF218 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 1.0.

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.

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 Feeder is monitored and adjusted to ensure continuous and efficient feeding to machine 1.2 Carton blank pick-up and transport system is monitored and adjusted to ensure accurate and continuous carton blank handling and efficient operation 1.3 Transfer systems are monitored and adjusted to ensure correct and continuous carton blank handling and efficient operation 1.4 Delivery is monitored and adjusted to ensure quality and efficient product delivery
2. Maintain basic gluing and continuous folding process	2.1 Registration and squareness of fold are monitored and adjusted to ensure quality of product meets approved sample standard 2.2 Registration of gluing is monitored and adjusted to ensure quality of product meets approved sample standard

ELEMENT	PERFORMANCE CRITERIA
	2.3 Adhesion is monitored and adjusted to ensure quality meets approved sample standard
3. Maintain production process	3.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.2 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 3.3 Performance is monitored and verified using the process control system according to enterprise procedures 3.4 Production difficulties are anticipated and preventive action taken to prevent occurrence by timely intervention 3.5 Process adjustments to eliminate problems are reported according to enterprise procedures 3.6 Faulty performance of equipment is identified and reported according to enterprise procedures 3.7 Waste is sorted according to procedures
4. Identify and rectify minor problems	4.1 Problems in folding operation are identified and reported according to enterprise procedures 4.2 Adjustments or corrections are carried out according to enterprise procedures 4.3 Folding is checked to ensure correct operation 4.4 Problems in gluing unit are identified and reported according to enterprise requirements 4.5 Adjustments or corrections are carried out according to enterprise procedures, and consistent with operator's skill level 4.6 Gluing unit operation is checked to ensure correct operation
5. Conduct shutdown of production process	5.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 5.3 Glue system is washed ready for next run and liquid waste is disposed of according to regulatory requirements and enterprise procedures 5.4 Waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	5.5 Machine faults requiring repair are identified and reported to designated person, according to enterprise procedures 5.6 Repair/adjustment is verified prior to resumption of operations 5.7 Production records or other documentation are accurately completed where required by enterprise procedures

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	3.2, 5.1	Recognises and interprets text to confirm work requirements from information contained within relevant specifications and enterprise documents
Writing	3.5, 3.6, 4.1, 4.4, 5.5, 5.7	Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.1, 3.5, 3.6, 4.1, 4.4, 5.2, 5.5	Participates effectively in spoken interactions to report issues or to confirm or clarify requirements
Navigate the world of work	2.1-2.3, 3.1-3.3, 3.5-3.7, 4.1, 4.2, 4.4, 4.5, 5.1-5.5, 5.7	Recognises and follows all procedures for operation and maintenance of equipment, incorporating regulatory and enterprise requirements
Interact with others	3.1, 3.5, 3.6, 4.1, 4.4, 5.2, 5.5	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Understands what to communicate, with whom and how, in routine work situations
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.7, 4.1-4.6, 5.1-5.7	- 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 - Recognises and anticipates an increasing range of familiar problems, actively looking for early warning signs and implementing contingency plans - Follows routine procedures for using digital

		technology by reading data from electronic monitoring and control systems
--	--	---

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF218 Produce basic folded and glued cartons	ICPCF2108C Produce basic folded and glued cartons	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPCBF218 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 1.0.

Performance Evidence

Evidence of the ability to:

- produce at least FOUR simple straight line folded and glued cartons of different sizes and weights according to manufacturer's and job specifications and enterprise procedures on one of the following machines:
 - Royal 40
 - Bobst Media
 - Bobst Domino.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the work health and safety factors for:
 - setting and/or operating machine delivery systems
 - using the folder/gluer machine
 - adjusting/correcting the machine
 - cleaning the machine
- identify areas of the sheet-fed feeder that need to be monitored to ensure trouble-free operation
- list checks to be undertaken when substrate is removed from the machine
- identify areas to continually observe to ensure smooth trouble-free operation of the machine
- list causes of out-of-square folding and how each can be corrected
- identify segments of quality assurance that are inspected at completion of the sample run, and changes required to production to ensure client requirements are met
- list part(s) of the machine that can be adjusted if carton blanks are creasing

- determine factors that cause poor glue adhesion on cartons, and requirements to adjust glue application
- list important tasks to correctly shut down the machine
- list tasks to prepare the finished work for dispatch
- identify areas of the machine that need regular cleaning, and materials that need to be cleaned from the machine
- identify requirements to keep the machine clear of surface rust (condensation)
- list factors that determine a quality product in a completed folded job
- identify machine manuals and safety documentation relevant to this task, where they are kept, and the information included in them.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to special purpose tools, equipment and materials, as well as one of these machines:

- Royal 40
- Bobst Media
- Bobst Domino.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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