



Australian Government

ICPCBF220 Produce basic converted or finished product

Release: 1

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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 cover most converting and finishing operations including how to maintain substrate operations and complete relevant finishing processes.

It applies to individuals who prepare materials and set up and run a range of equipment and machinery for cutting, embossing, folding, collating and fastening. They work under direct supervision, however have certain responsibilities in the production process.

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 delivery system	1.1 Delivery systems are monitored and adjusted to ensure efficient and continuous operation of the process and ensure no damage to finished product 1.2 Substrate is added to and removed from the process according to job specifications
2. Maintain basic cutting or embossing process	2.1 Cutting edge and knife or die condition is monitored and adjusted to ensure quality of product meets the approved sample standard 2.2 Cutting/embossing pressures are monitored and adjusted to ensure quality of product meets the approved sample standard

ELEMENT	PERFORMANCE CRITERIA
	2.3 Registration of cutting devices and knives or dies is monitored and adjusted to ensure quality of product meets the approved sample standard 2.4 Packing of cutting/embossing devices is monitored and adjusted to ensure quality of product meets the approved sample standard
3. Maintain folding process	3.1 Registration and squareness of fold are monitored and adjusted to ensure quality of product meets the approved sample standard, if relevant 3.2 Collating/inserting process is monitored and adjusted to ensure quality of product meets the approved sample standard, if relevant
4. Maintain basic fastening (adhesive/mechanical/thermal) process	4.1 Registration of fastening is monitored and adjusted to ensure quality of product meets the approved sample standard 4.2 Wire straightness, length, cut-off and clinching pressures or power current and dwell time are monitored and adjusted to ensure quality of product meets the approved sample standard
5. Maintain basic laminating process	5.1 Registration of laminating is monitored and adjusted to ensure quality of product meets the approved sample standard 5.2 Pressures are monitored and adjusted to ensure quality of product meets the approved sample standard 5.3 Adhesion is monitored and adjusted to ensure quality of product meets the approved sample standard 5.4 Basic in-line printing/coating processes are monitored and adjusted to ensure quality of product meets the approved sample standard
6. Maintain production process	6.1 Production process is operated in association with fellow workers, and according to enterprise procedures and planned daily schedule 6.2 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 6.3 Manual and/or automatic control is used according to job specifications 6.4 Performance is monitored and verified using the process control system according to enterprise procedures 6.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 6.6 Process adjustments to eliminate problems are reported

ELEMENT	PERFORMANCE CRITERIA
	according to enterprise procedures 6.7 Faulty performance of equipment is identified and reported according to enterprise procedures 6.8 Waste is sorted according to enterprise procedures
7. Identify and rectify problems or faults	7.1 Product and substrate are monitored and tested to ensure conformance to client requirements 7.2 Problems in converting/finishing machine operation are identified and reported according to enterprise procedures 7.3 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 7.4 Converting/finishing machine operation is checked to ensure correct operation
8. Conduct shutdown of production process	8.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 8.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 8.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 8.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 8.5 Repair/adjustment is verified prior to resumption of operations
9. Clean converting/finishing machine at end of run	9.1 Cutting units are disengaged and cleaned ready for next run 9.2 Cutting devices are sharpened according to WHS procedures 9.3 Machine bed is cleaned ready for next run 9.4 Cutting devices and knives are cleaned or replaced ready for next run 9.5 All units are disengaged and cleaned ready for next run 9.6 Adhesive or glue system is washed ready for next run, and liquid waste is disposed of according to regulatory requirements and enterprise procedures 9.7 Transportation and delivery systems are disengaged and cleaned ready for next run 9.8 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	6.2, 6.3, 8.1	Recognises and interprets texts to establish job requirements from information contained within relevant procedures and specifications
Writing	6.6, 6.7, 7.2, 8.4, 9.8	Enters routine data associated with production processes and enterprise procedures
Oral Communication	6.1, 6.6, 6.7, 7.2, 8.2, 8.4	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Navigate the world of work	2.1-2.4, 3.1, 3.2, 4.1, 4.2, 5.1-5.4, 6.1, 6.2, 6.4, 6.6-6.8, 7.2, 7.3, 8.1-8.4, 9.1-9.9	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	6.1, 6.6, 6.7, 7.2, 8.2, 8.4	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1, 4.2, 5.1-5.4, 6.1, 6.4, 6.5, 6.8, 7.1, 7.3, 7.4, 8.3, 8.5	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; 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

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Delivery systems MUST include EITHER:	• reel OR • sheet
Monitoring and adjusting MUST include EITHER:	• reel stand and rewind • web control system • sheeting section OR • feeder and delivery system • sheet pick-up and transport system • transfer system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF220 Produce basic converted or finished product	ICPCF220C Produce basic converted or finished product	Updated to meet Standards for Training Packages Changes to elements and performance criteria to clarify intent	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 ICPCBF220 Produce basic converted or finished product

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Performance Evidence

Evidence of the ability to:

- correctly use any converting or finishing equipment (involving one process or a sequence of processes) to complete TWO different jobs involving different types, sizes and weights of substrate according to manufacturer's specifications, job specifications and enterprise procedures OR in the case of standalone minor flat-bed or rotary cutting processes THREE processes must be demonstrated
- correctly maintain substrate operation and complete relevant finishing process according to job specifications and within the production timeframe
- demonstrate all safety devices on the machine
- demonstrate use of computerised control, monitoring and data entry.

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:

Work health and safety (WHS)

- identify WHS factors for:
 - setting up/adjusting the collating machine
 - setting up and/or operating machine transport and machine delivery systems
 - maintaining the cutting process
 - using the folding machine
 - using hot melt adhesive
 - maintaining laminating and in-line processes
 - keeping the machine clear of surface rust (condensation)
 - conducting machine shutdown procedures
- identify safety clothing for use when operating adhesive binders

Reel Delivery Systems Only

- list areas of the reel stand to be monitored to ensure trouble-free operation
- identify the area of the web control system to adjust to maintain correct web tension
- identify WHS factors for straightening the wire feed of a wire stitcher

Sheet Delivery Systems Only

- name THREE procedures to ensure smooth transport of sections through the machine
- list steps to ensure smooth delivery of sections
- list FOUR important factors to consider when setting the feeder
- explain the setting of the double/misfeed sheet calliper system
- name different types of sheet/section delivery systems
- list checks required when substrate is removed from the machine

Paper sizes and weights

- determine largest and smallest sheet or section size that can be run through this machine
- identify which areas of the machine should be adjusted to allow for 42gsm stock
- maintenance of cutting processes
- explain indicators of the need to replace a knife and how cutting pressure is adjusted
- list FOUR requirements to maintain the cutting process to ensure the machine can be kept running without interruption

Cutting machine faults and problems

- identify checks required when packing cutting devices
- explain the procedure for correcting THREE common machine faults
- list adjustments required if the cover is marked (scuffed) when trimming

Maintaining basic folding processes

- list THREE areas to continuously observe to ensure smooth, trouble-free operation of the machine
- list areas of the in-line process to monitor to assure quality of the product

Folding machine faults and minor problem-solving

- identify TWO causes of out-of-square folding and explain how each may be corrected
- list areas of the client's sample to be inspected to determine quality assurance
- explain communication to instigate if the:
 - job is out-of-square

- ink is too wet for production
- job does not coincide with the sample
- list parts of the machine to adjust if the sheet is creasing

Collating machine operation, problems and fault correction

- list factors that govern speed the machine operates at
- list indicators the machine needs lubrication
- identify how to prevent double sheet feeds
- identify circumstances indicating the machine needs adjustment
- list FOUR items to check against the client sample to constitute an acceptable collating result

Maintaining basic fastening (adhesive/mechanical/thermal) process

- list areas of the in-line process to monitor to ensure product quality
- name TWO sectors to observe to ensure the production process is trouble-free and continuous

Fastening operating problems and minor fault correction

- list circumstances when the machine needs to be adjusted
- explain how adhesive application is adjusted
- explain how wire can be straightened in the wire feed
- identify TWO possible reasons welding might be unsuccessful for a high-frequency welder
- determine quality aspects to consider in a completed:
 - adhesive-bound job
 - high-frequency welded job
 - wire-stitched job
- explain how production may need to be altered to meet client requirements

Maintaining laminating production processes and minor fault correction

- explain methods for assuring registration of laminating
- list areas of the in-line process to monitor to ensure a quality product
- identify TWO laminating problems that may occur during operation of the machine and adjustments or correction procedures required to ensure accurate operation
- determine quality aspects to consider in a completed laminated job, and ways production may need to be altered to meet client requirements

Machine shutdown procedures

- determine checks required when waste is removed from the machine and surrounding area for disposal or recycling
- list checks required during the machine shutdown procedure
- list checks required when cutting devices or knives are cleaned or replaced ready for the next run
- identify materials to be cleaned from the machine, and areas of the machine that require cleaning at the end of the run

Quality assurance

- list features to check on the finished product
- list THREE common faults that cause the finished product to be rejected, and how they can be fixed/avoided
- explain available testing procedures and why they are used
- list production records to be kept or written up, and the information that should be included

Information sources

- identify machine manuals, safety and other documentation relevant to this task, where are they kept and information included in them.
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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 and use of relevant facilities, and equipment and materials used to produce a converted or finished product.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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