



Australian Government

ICPCBF2210 Set up and produce basic guillotined 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 4.0.

Application

This unit describes the skills and knowledge required to perform basic manual guillotining, including preparing machinery, inspecting results and rectifying production issues.

It applies to individuals who work under direct supervision, who are responsible for operating and monitoring equipment and machinery.

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. Prepare job	1.1 Identify job specifications 1.2 Carry out set-up of required machinery according to manufacturer specifications 1.3 Confirm availability of all job-related components 1.4 Identify grip and lay edges of sheet 1.5 Check knife sharpness, report dull knives and replace cutting stick as required, according to enterprise procedures 1.6 Manually set up and adjust guillotine according to job specifications 1.7 Set up and adjust clamping pressures

2. Prepare sample	2.1 Set up and operate machine to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures 2.2 Inspect and test sample as required according to enterprise procedures 2.3 Interpret results and determine adjustment requirements 2.4 Carry out adjustments according to product and machine specifications
3. Maintain basic guillotining process	3.1 Monitor and adjust knife and cutting stick 3.2 Check and adjust cutting pressures and confirm product quality meets the approved sample standard 3.3 Monitor and adjust registration of knives and confirm product quality meets the approved sample standard
4. Maintain production process	4.1 Use machine controls as required 4.2 Monitor and verify performance using the process control system 4.3 Report process adjustments to eliminate problems according to enterprise procedures
5. Identify and rectify problems and faults	5.1 Identify and report problems in guillotining machine operation according to enterprise procedures 5.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 5.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 5.4 Verify repairs and adjustments prior to resumption of operations
6. Conduct shutdown of production process	6.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 6.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 6.3 Clean and disengage guillotining machine according to manufacturer specifications and enterprise procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and interprets text to establish job requirements
Writing	Records information relating to production and machinery problems and completes production reports and other documentation in required format
Self-management	- Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures - Takes personal responsibility for adherence to regulatory responsibilities relevant to own work context
Teamwork	- 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
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks, and identifies and assembles required resources
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans

Unit Mapping Information

Supersedes and is equivalent to ICPCBF221 Set up and produce basic guillotined product.

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 ICPCBF2210 Set up and produce basic guillotined product

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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:

- set up and produce two basic guillotined products according to manufacturer and job specifications and enterprise procedures, demonstrating all safety devices on the machine.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take 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:

- manufacturer specifications, enterprise procedures and work health and safety (WHS) requirements for:
 - the set up and operation of the machine
 - the checking and adjusting of the machine
 - the maintenance of the production process
 - handling of the knife blades during the knife change operation
 - the shut down and cleaning of the machine
- the information contained within the job documentation and production control system
- indicators that blades and cutting sticks should be replaced
- indicators that machine lubrication is required
- factors for consideration in guillotine setup
- the difference between sharp and dull knives, and problems arising from use of a dull blade
- the process of clamping pressure determination for a given job

- reporting procedures for machine malfunction
- treatment/disposal of guillotine waste
- top sheet errors and the required guillotine checks to be conducted
- machine shutdown procedures
- quality criteria to consider in a completed cutting job and when checking against the sample and procedures for correction
- 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
- guillotining machinery
- materials required to set up and produce a basic guillotined product.

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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