



Australian Government

ICPCBF224 Produce cut (trimmed) product

Release: 1

ICPCBF224 Produce cut (trimmed) product

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 a knife-trimmed product using a single or multiple knife trimmer or spine trimmer while maintaining the production process, monitoring machinery for faults and problems, and rectifying minor problems according to enterprise procedures.

It applies to individuals performing a range of routine tasks, who utilise a variety of skills to ensure production of products in line with quality standards.

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 transportation system	1.1 Feeder is monitored and adjusted to ensure continuous and efficient feeding to the machine 1.2 Section pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet/section/book handling and efficient operation 1.3 Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4 Substrate is added to the process according to job specifications
2. Maintain section	2.1 Delivery is monitored and adjusted to ensure quality and

ELEMENT	PERFORMANCE CRITERIA
delivery system	efficient product delivery
3. Maintain cutting (trimming) process	3.1 Knife condition is monitored and adjusted to ensure product quality meets the approved sample standard 3.2 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard 3.3 Registration of knife(s) is monitored and adjusted to ensure product quality meets the approved sample standard
4. Maintain production process	4.1 In-line printing/converting/binding/finishing processes are monitored and adjusted to ensure product quality meets the approved sample standard 4.2 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 4.3 Production is maintained according to work health and safety requirements, manufacturer's specifications and enterprise procedures 4.4 Manual and/or automatic control is used according to job specifications 4.5 Performance is monitored and verified using the process control system according to enterprise procedures 4.6 Process adjustments to eliminate problems are reported according to enterprise procedures. 4.7 Faulty performance of equipment is identified and reported according to enterprise procedures 4.8 Waste is sorted according to enterprise procedures
5. Identify and rectify problems and faults	5.1 Problems in cutting (trimming) machine operation are identified and reported according to enterprise procedures 5.2 Adjustments or corrections are carried out according to specified procedures 5.3 Cutting (trimming) machine operation is checked to ensure correct operation 5.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.5 Repair/adjustment is verified prior to resumption of operations
6. Conduct shutdown of production process	6.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	6.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 6.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
7. Clean machine	7.1 Knife/knives, cutting sticks and machine bed are cleaned ready for next run 7.2 Cutting machine is disengaged and cleaned ready for next run 7.3 In-line printing/converting/binding/finishing units are cleaned ready for next run 7.4 Section feed, transport and delivery systems are disengaged and cleaned ready for next run 7.5 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	1.4, 4.3, 4.4, 6.1	Recognises and interprets texts to establish job requirements from information contained within relevant procedures and specifications
Writing	4.6-4.8, 5.1, 5.4, 7.5	Produces familiar text types using simple vocabulary, grammatical structures and conventions
Oral Communication	4.2, 4.6, 4.7, 5.1, 5.4, 6.2	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	1.1-1.3, 2.1, 3.1-3.3, 4.1-4.8, 5.1-5.4, 6.1-6.3, 7.1-7.5	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	4.2, 4.7, 4.8, 5.1, 5.4, 6.2	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	1.1-1.4, 2.1, 3.1-3.3, 4.4-4.7, 5.2, 5.4, 5.5, 6.1, 6.3	- 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

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF224 Produce cut (trimmed) product	ICPCF224C Produce cut (trimmed) product	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 ICPCBF224 Produce cut (trimmed) product

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:

- use a three-knife trimming unit to accurately complete THREE jobs of various types, sizes and thicknesses of substrate according to manufacturer's and job specifications and enterprise procedures within required production schedule timeframes
- demonstrate all safety devices on the machine
- demonstrate use of computerised control, monitoring and data entry systems

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 work health and safety factors to consider:
 - for the transport and delivery areas of the machine
 - while the trimming process is operational
 - while conducting machine shutdown, maintenance and cleaning
- name procedures to ensure smooth transport of sections through the machine
- list steps to ensure smooth delivery of the sections
- identify how waste (offcut) should be removed from the work area
- describe procedures to ensure the machine is kept running without interruption
- describe what needs to be adjusted if the cover is marked (scuffed)
- identify basic in-line processes associated with the machine
- list checks to be made during the machine shutdown procedure
- identify areas of the machine that require cleaning at the end of the run
- identify quality aspects to consider in a completed cutting job
- list what needs to be checked when waste is removed from the machine and surrounding area for disposal or recycling

- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and 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 a three-knife trimming unit and use of, special purpose tools, equipment and materials.

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>