



Australian Government

ICPCBF2250 Set up machine for basic flat-bed die cutting or embossing

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 set up a machine for basic flat-bed die cutting or embossing.

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
2. Prepare cutting devices and dies	2.1 Select and secure cutting devices and dies as required 2.2 Register and proof selected cutting devices and dies 2.3 Mount selected cutting devices and dies
3. Prepare delivery system	3.1 Set up and adjust delivery systems 3.2 Add substrate to and remove substrate from process according

ELEMENT	PERFORMANCE CRITERIA
	to job specifications
4. Set up machine	4.1 Set up and adjust selected flat-bed cutting and embossing devices 4.2 Set and adjust cutting and embossing pressures 4.3 Set machine lays to required position for registration
5. Set up in-line units for basic processes	5.1 Set up minor in-line units for basic processes and adjust according to machine requirements and job specifications 5.2 Provide assistance for the set up of major in-line units
6. Conduct sample run	6.1 Set up and operate machine to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures 6.2 Inspect and test sample as required according to enterprise procedures 6.3 Interpret results and determine adjustment requirements 6.4 Carry out adjustments according to product and machine specifications

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 evaluates texts to establish job requirements
Self-management	Complies with regulatory requirements and follows organisational procedures relevant to own role
Teamwork	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	- Determines priorities and sequences steps involved in clearly defined tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to complete tasks

Technology	Follows routine instructions for using digital technology by reading data from electronic monitoring and control systems
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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. It is restricted to essential operating conditions and any other variables essential to the work environment.

Delivery systems must include either:	- reel OR - sheet.
Setting up and adjusting must include either:	- unwind reel - webbing procedures - web control system - folder and sheeter OR - feeder and delivery system - sheet pick-up system - transfer system - sheet transfer and control.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF225 Set up machine for basic flat-bed die cutting or embossing.

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 ICPCBF2250 Set up machine for basic flat-bed die cutting or embossing

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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 a machine for basic flat-bed die cutting or embossing for two jobs, changing the type and size of substrates and design of finished patterns according to job specifications and within the production timeframe.

In the course of the above the candidate must:

- demonstrate all safety devices on the machine.

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:

- work health and safety (WHS) risks and requirements for:
 - set up and operation of machine delivery systems
 - set up of cutting devices
- the information in the job documentation and production control system
- the checks needed for cutting devices:
 - mounting on a flat-bed
 - registering and proofing
 - securing them to the machine
 - set up, adjustment and operation on the flat-bed
- the selection criteria for required cutting devices
- the checks required for feeder unit set up and in-line processes
- the process to check the delivery system operates effectively
- the machine pressure, cutting depths and adjustments needed to in-line units
- completed sample attributes requiring examination for conformance with client requirements
- the product testing procedures available and how frequently they should be used

- common faults that can occur with the flat-bed cutting process
- the checks required for reel systems
- the procedure for securing folded sheets for dispatch
- cutting edges storing to guard against damage and deterioration
- 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:

- flat-bed die cutting or embossing machine
- special purpose tools, equipment and materials.

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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