



Australian Government

ICPCBF225 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 1.0.

Application

This unit describes the skills and knowledge required to set up a machine for basic flat-bed die cutting or embossing.

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 Job specifications are read and interpreted from job documentation or production control system 1.2 Set-up is carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked
2. Prepare cutting or embossing devices	2.1 Appropriate cutting devices or dies are selected and secured to machine 2.2 Cutting devices or dies are registered and proofed 2.3 Cutting devices or dies are correctly mounted
3. Set up delivery system	3.1 Delivery systems are set up and adjusted 3.2 Substrate is added to and removed from the process according

ELEMENT	PERFORMANCE CRITERIA
	to job specifications
4. Set up machine	4.1 Flat-bed cutting or embossing devices are set up and adjusted 4.2 Cutting/embossing pressures are set up and adjusted 4.3 Machine lays are set to correct position for registration
5. Set up in-line units for basic processes	5.1 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 5.2 Assistance is given in set up of major in-line printing/converting/binding units
6. Conduct sample run	6.1 Material to be used for sample is organised correctly 6.2 Machine is set up and operated to produce a specified sample according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 6.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 6.4 Results are interpreted to determine adjustment requirements 6.5 Adjustments are carried out according to product and machine specifications

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	1.1, 4.2, 5.1, 6.2, 6.5	Recognises and evaluates texts to establish job requirements from information contained within relevant systems
Oral Communication	5.2	Participates effectively in spoken interactions to confirm or clarify understanding
Navigate the world of work	6.2, 6.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with	5.2	Cooperates with others as part of familiar routine

others		activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.3, 2.1-2.3, 3.1, 3.2, 4.1-4.3, 5.1, 5.2, 6.1-6.5	• 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 • Follows routine instructions 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.
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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF225 Set up machine for basic flat-bed die cutting or	ICPCF225C Set up machine for basic flat-bed die cutting or	Updated to meet Standards for	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
embossing	embossing	Training Packages	

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 ICPCBF225 Set up machine for basic flat-bed die cutting or embossing

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Performance Evidence

Evidence of the ability to:

- correctly 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
- demonstrate all safety devices on the machine.

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 for:
 - setting up and/or operating machine delivery systems
 - setting up cutting devices
- list the information, required when setting up transportation systems, concerning die cutting or embossing that is found in the job documentation or production control system
- identify checks needed for:
 - mounting cutting devices on a flat-bed
 - registering and proofing cutting devices
 - securing cutting devices to the machine
 - setting up, adjusting and operating flat-bed cutting devices
- determine the selection criteria of particular cutting devices
- identify important areas to consider/check:
 - during feeder unit set up
 - to ensure suitability of in-line processes
- list steps to ensure the delivery system operates effectively

- determine machine pressure, machine cutting depths and adjustments needed to in-line units
- identify details of the completed sample to examine to ensure conformance with client requirements
- explain product testing procedures available and how often they should be used
- common faults that can occur with the flat-bed cutting process
- determine factors that indicate a need to replace knives/blades/cutting edges
- explain cutting edges storing to guard against damage and deterioration
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

Reel Systems Only

- identify checks needed:
 - during webbing procedures
 - of the reel delivery system that may need adjustment according to job specifications, and to be observed to prevent damage to the finished product
 - for adjustments to the unwind reel that may be needed to suit various jobs

Sheet Systems Only

- facilitate accurate sheet pick-up and transportation
- identify ways folded sheets can be secured for dispatch.

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

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>