



Australian Government

ICPCBF226 Produce basic flat-bed die cut or embossed 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 produce either a flat-bed die cut or embossed product, and clean down the equipment.

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 systems	1.1 Delivery systems are monitored and adjusted to ensure efficient continuous operation to ensure no damage to finished product 1.2 Substrate is added to and removed from the process according to job specifications
2. Maintain basic flat-bed cutting process	2.1 Cutting edge and knife condition are monitored and adjusted to ensure product quality meets the approved sample standard 2.2 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard 2.3 Registration of cutting devices and knife(s) is monitored and adjusted to ensure product quality meets the approved sample standard 2.4 Packing of cutting devices is monitored and adjusted to ensure

ELEMENT	PERFORMANCE CRITERIA
	product quality meets the approved sample standard 2.5 Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure product quality meets the approved sample standard
3. Maintain production process	3.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.2 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 3.3 Manual and/or automatic control is used according to job specifications 3.4 Performance is monitored and verified using the process control system according to enterprise procedures 3.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.6 Process adjustments to eliminate problems are reported according to enterprise procedures 3.7 Faulty performance of equipment is identified and reported according to enterprise procedures 3.8 Waste is sorted according to enterprise procedures
4. Identify and rectify problems	4.1 Problems in cutting (flat-bed) machine operation are identified and reported according to enterprise procedures 4.2 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 4.3 Cutting (flat-bed) machine operation is checked to ensure correct operation
5. Conduct shutdown of production process	5.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 5.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 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

ELEMENT	PERFORMANCE CRITERIA
6. Clean flat-bed cutting machine at end of run	6.1 Cutting devices and knife(s) are cleaned or replaced ready for next run 6.2 Cutting devices are sharpened 6.3 Machine bed is cleaned ready for next run 6.4 Cutting units are disengaged and cleaned ready for next run 6.5. In-line printing/converting/binding/finishing units are cleaned ready for next run 6.6 Transportation and delivery systems are disengaged and cleaned ready for next run 6.7 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	3.2, 3.3, 5.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	3.6, 3.7, 4.1, 5.4, 6.8	Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.1, 3.6, 3.7, 4.1, 5.2, 5.4	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	2.1-2.5, 3.6-3.8, 4.1, 4.2, 5.1-5.4, 6.1-6.8	Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with regard to safe operation of machinery and equipment
Interact with others	3.1, 3.6, 3.7, 4.1, 5.2, 5.4	- 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	2.1-2.5, 3.1-3.5, 3.7-3.8, 4.1, 4.2,	Determines priorities and sequences steps involved in clearly defined, familiar tasks

done	5.3-5.5	- 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
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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.

Delivery systems MUST include EITHER:	- reel OR - sheet.
Monitoring and adjusting MUST include EITHER:	- reel stand and rewind reel to maintain correct tension - web control system to ensure correct tension - sheeting section OR - feeder and delivery systems - sheet pick-up and transportation systems to ensure accurate and efficient sheet handling - transfer system.

New Topic (127)

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF226 Produce basic flat-bed die cut or embossed product	ICPCF226C Produce basic flat-bed die cut or embossed 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 ICPCBF226 Produce basic flat-bed die cut or embossed product

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Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the required machine.
- correctly produce either a flat-bed die cut or embossed product for TWO jobs with different types and sizes of substrate and design of finished patterns according to manufacturer's and job specifications, enterprise procedures and unit requirements.

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 transport systems
 - setting up and/or operating machine delivery systems
 - maintaining the cutting process
 - conducting machine shutdown procedures
- identify areas of the machine to monitor to ensure trouble-free operation
- list checks required when:
 - substrate is removed from the machine
 - cutting devices or knives are cleaned or replaced ready for the next run
 - packing cutting devices
 - waste is removed from the machine and surrounding area for disposal or recycling
 - during the machine shutdown process
- determine indicators that demand knife replacement
- explain pressure adjustment
- identify the procedure for correcting common machine faults

- identify areas of the machine that require cleaning at the end of the run
- identify production records to be kept or written up
- identify machine manuals, safety and other documentation relevant to this task and where they are kept, and the 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 special purpose tools, equipment and materials required to produce a basic flat-bed die cut or embossed product.

Assessors must satisfy NVR/AQTF assessor requirements.

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