



Australian Government

ICPCBF2270 Set up machine for basic rotary 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 rotary die cutting or embossing.

It applies to individuals in the printing and graphic arts industry who set up machines for basic rotary die cutting or embossing to meet production requirements. They generally work under direct supervision.

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 Read and interpret job specifications from job documentation and production control system 1.2 Identify and undertake machine requirements for set-up 1.3 Check availability of all job related components
2. Mount rotary cutting and embossing devices	2.1 Select cutting devices and dies and secure to machine according to job specifications 2.2 Register and proof cutting devices and dies 2.3 Mount cutting devices and dies

ELEMENT	PERFORMANCE CRITERIA
3. Set up reel system	3.1 Set up and adjust unwind and rewind reels according to job specifications 3.2 Carry out webbing procedures 3.3 Set up and adjust web control system 3.4 Slice and join reels 3.5 Set up and adjust folder and sheeter
4. Set up sheet system	4.1 Set up and adjust feeder and delivery systems 4.2 Prepare and adjust sheet pick-up and transportation system 4.3 Set up and adjust transfer systems 4.4 Remove substrate from process
5. Set up machine for basic rotary cutting	5.1 Set up and adjust rotary cutting devices 5.2 Prepare and adjust cutting pressures 5.3 Set counter knives and anvils in required position
6. Set up in-line units	6.1 Set up and adjust minor in-line printing, converting and binding units for basic processes according to machine requirements 6.2 Assist with the set-up of major in-line printing, converting and binding units
7. Conduct sample run	7.1 Prepare material to be used for sample run 7.2 Set up and operate machine to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures 7.3 Inspect sample and identify requirements for and organise testing according to enterprise procedures 7.4 Interpret results to determine adjustment requirements 7.5 Carry out adjustments 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	Description
Oral Communication	• Participates effectively in spoken interactions to confirm or clarify understanding
Self-management	• 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 procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPCBF227 Set up machine for basic rotary 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 ICPCBF2270 Set up machine for basic rotary 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 machines for basic rotary die cutting or embossing for up to two jobs, changing the type and size of substrates and design of finished patterns.

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:

- manufacturer specifications, enterprise procedures, and work health and safety (WHS) requirements for:
 - cutting devices
 - machine delivery systems
 - sheet transportation systems
 - reel transportation systems
- the checks required when:
 - cutting devices are mounted on a cylinder
 - cutting devices are attached to the machine
 - substrate is removed from the machine
 - setting up key areas of the feeder unit
- the purpose of the production control system and the information it contains
- the adjustments required to the unwind reel to fit various jobs
- important factors affecting webbing procedures
- adjustable areas of the reel delivery system and relation to job specifications
- steps to maintain delivery system operation

- process for securing the finished product for dispatch
- criteria affecting machine pressure and cutting depths
- purpose of adjusting in-line units
- details of the completed sample to be examined to confirm conformance with client requirements
- storage procedures for cutting edges and counter knives (anvils) and their purpose
- 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:

- basic rotary die cutting or embossing machinery
- 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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