



Australian Government

ICPCBF227 Set up machine for basic rotary die cutting or embossing

Release: 1

ICPCBF227 Set up machine for basic rotary die cutting or embossing

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 rotary 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. Mount rotary cutting or embossing devices	2.1 Appropriate cutting devices or dies are selected and secured to machine according to job specifications 2.2 Cutting devices or dies are registered and proofed 2.3 Cutting devices or dies are correctly mounted
3. Set up reel system	3.1 Unwind and rewind reels are set up and adjusted according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	3.2 Webbing procedures are carried out according to job specifications 3.3 Web control system is set up and adjusted according to job specifications 3.4 Reels are spliced/joined according to job specifications 3.5 Folder and sheeter are set up and adjusted according to job specifications
4. Set up sheet system	4.1 Feeder and delivery systems are set up and adjusted according to job specifications 4.2 Sheet pick-up and transportation system is set up and adjusted according to job specifications 4.3 Transfer systems are set up and adjusted according to job specifications 4.4 Substrate is removed from process according to job specifications
5. Set up machine for basic rotary cutting	5.1 Rotary cutting devices are set up and adjusted according to job specifications 5.2 Cutting pressures are set up and adjusted according to job specifications 5.3 Counter knives/anvils are set in correct position
6. Set up in-line units for basic processes	6.1 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 6.2 Assistance is given in set-up of major in-line printing/converting/binding units
7. Conduct sample run	7.1 Material to be used for sample is organised correctly 7.2 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 7.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 7.4 Results are interpreted to determine adjustment requirements 7.5 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, 2.1, 3.1-3.5, 4.1-4.4, 5.1, 5.2, 6.1, 7.2, 7.5	Recognises and interprets texts to establish job requirements
Oral Communication	6.2	Participates effectively in spoken interactions to confirm or clarify understanding
Navigate the world of work	7.2, 7.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	6.2	Cooperates with others as part of familiar, routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.3, 6.1, 6.2, 7.1-7.5	- 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 procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF227 Set up machine for basic rotary die cutting or embossing	ICPCF227C Set up machine for basic rotary die cutting or embossing	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 ICPCBF227 Set up machine for basic rotary die cutting or embossing

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Performance Evidence

Evidence of the ability to:

- correctly set up machines for basic rotary die cutting or embossing for up TWO jobs, changing the type and size of substrates and design of finished patterns according to manufacturer's and job specifications, enterprise procedures and the unit requirements
- 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 (WHS) factors for:
 - setting up cutting devices
 - setting up and/or operating machine delivery systems
 - setting up sheet transportation systems
 - setting up reel transportation systems
- identify the checks needed when:
 - cutting devices are mounted on a cylinder
 - cutting devices are attached to the machine
 - substrate is removed from the machine
- explain information concerning rotary die cutting or embossing found in the job documentation or production control system
- determine adjustments to the unwind reel that may be needed to suit various jobs
- identify important areas to be considered during webbing procedures
- identify important areas to check when the feeder unit is set up
- identify important areas of the reel delivery system that may need to be adjusted according to job specifications

- list steps to ensure the delivery system operates effectively
- determine ways the finished product can be secured for dispatch
- identify ways to determine machine pressure
- identify ways to determine machine cutting depths
- identify the need to adjust in-line units
- list details of the completed sample to be examined to ensure conformance with client requirements
- explain storing the cutting edges and counter knives (anvils) to guard against damage and deterioration
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information 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 basic rotary die cutting or embossing machinery and special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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