



**Australian Government**

# **ICPCBF231 Set up machine for basic flat-bed cutting**

**Release: 1**

# ICPCBF231 Set up machine for basic flat-bed cutting

## 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 minor flat-bed cutting processes, including kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing and round cornering.

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 for job                               | 1.1 Job specifications are read and interpreted from job documentation or production control system<br>1.2 Set-up is carried out correctly in minimum time with minimum wastage<br>1.3 Availability of all job related components is checked |
| 2. Mount flat-bed cutting devices                | 2.1 Cutting devices are correctly mounted<br>2.2 Cutting devices are registered and proofed<br>2.3 Appropriate cutting devices are selected and secured to machine according to job specifications                                           |
| 3. Set up delivery systems                       | 3.1 Delivery systems are set up and adjusted according to job specifications<br>3.2 Substrate is added to and removed from process according to                                                                                              |

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

## 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, 2.2, 4.1, 4.2, 6.2, 6.5 | <ul style="list-style-type: none"> <li>Recognises and interprets texts to establish job requirements</li> </ul>                                                  |
| Oral Communication         | 5.1                          | <ul style="list-style-type: none"> <li>Participates effectively in spoken interactions to confirm or clarify understanding</li> </ul>                            |
| Navigate the world of work | 6.2, 6.3                     | <ul style="list-style-type: none"> <li>Complies with legislative requirements and follows organisational policies and procedures relevant to own role</li> </ul> |

|                      |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interact with others | 5.1                                          | <ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> </ul>                                                                                                                                                                                                                           |
| Get the work done    | 1.1-1.3, 2.1-2.3, 4.1-4.3, 5.1, 5.2, 6.1-6.5 | <ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined tasks</li> <li>Implements actions as per instructions, making slight adjustments if necessary</li> <li>Plans, identifies and assembles resources required to complete tasks</li> <li>Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems</li> </ul> |

## 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:         | <ul style="list-style-type: none"> <li>reel</li> </ul> OR <ul style="list-style-type: none"> <li>sheet.</li> </ul>                                                                                                                                               |
| Setting up and adjusting MUST include EITHER: | <ul style="list-style-type: none"> <li>unwind and rewind reels</li> <li>web control</li> <li>folder and sheeter</li> </ul> OR <ul style="list-style-type: none"> <li>feeder and delivery</li> <li>sheet pick-up and transportation</li> <li>transfer.</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                   | Code and title<br>previous version                  | Comments                                        | Equivalence status |
|-----------------------------------------------------|-----------------------------------------------------|-------------------------------------------------|--------------------|
| ICPCBF231 Set up machine for basic flat-bed cutting | ICPCF231C Set up machine for basic flat-bed cutting | 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 ICPCBF231 Set up machine for basic flat-bed cutting

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### Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the machinery
- demonstrate any THREE cutting processes, including relevant minor in-line processes, and for each process:
  - correctly set up machinery for basic flat-bed cutting for TWO jobs, and
  - change the type and size of substrates and design of finished patterns according to manufacturer's and job specifications, enterprise procedures and listed performance criteria.

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 delivery systems
- explain 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 flat-bed hole punching/indexing/creasing and scoring found in the job documentation or production control system

For Reel Systems Only

- explain webbing configuration requirements

- determine adjustments to the unwind reel that may be needed to suit various jobs
- identify important areas of the reel delivery system that may need to be adjusted according to job specifications
- identify important areas on the machine to check to ensure the system operates effectively
- list steps to ensure the delivery system operates effectively
- determine ways the finished product can be secured for despatch
- explain how machine pressure, machine cutting depths and the need to adjust machine cutting depths are determined
- determine details of the completed sample to examine to ensure conformance to client requirements
- explain cutting tools and equipment storage required 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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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