



Australian Government

ICPCBF2320 Produce basic flat-bed cut 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 4.0.

Application

This unit describes the skills and knowledge required to undertake minor flat-bed cutting processes including kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing and round cornering.

It applies to individuals who work under direct supervision, who are responsible for operating and monitoring equipment and machinery.

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 delivery system	1.1 Monitor and adjust delivery systems 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain basic flat-bed cutting process	2.1 Monitor and adjust cutting edges and knife condition according to required sample standard 2.2 Carry out webbing procedures 2.3 Monitor and adjust cutting pressures 2.4 Prepare reels according to job specifications 2.5 Check and adjust registration of cutting devices and knife(s)

ELEMENT	PERFORMANCE CRITERIA
	2.6 Monitor and adjust packing of cutting devices
3. Maintain production process	3.1 Monitor and adjust basic in-line process(es) 3.2 Use machine controls as required 3.3 Monitor and verify performance using the process control system 3.4 Report process adjustments to eliminate problems according to enterprise procedures
4. Identify and rectify problems and faults	4.1 Identify and report problems in flat-bed cutting machine operation according to enterprise procedures 4.2 Carry out adjustments and corrections as required and according to manufacturer specifications and within scope of own role 4.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 4.4 Verify repairs and adjustments as required prior to resumption of operations
5. Conduct shutdown of production process	5.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 5.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 5.3 Clean and disengage all required parts of flat-bed cutting machinery used in printing process according to manufacturer specifications and enterprise procedures 5.4 Sharpen and replace cutting devices as required 5.5 Complete required production records and enterprise documentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and interprets texts to establish job requirements

Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	Complies with regulatory requirements and follows organisational procedures relevant to own role, particularly with regard to safe operation of machinery and equipment
Teamwork	- 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
Planning and organising	Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans
Technology	Follows routine procedures 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. It is restricted to essential operating conditions and any other variables essential to the work environment.

Delivery systems must include either:	- reel OR - sheet
Maintaining must include either:	- reel stand and rewind - web control system - sheeting section OR - feeder and delivery - sheet pick-up system - transfer system

Unit Mapping Information

Supersedes and is equivalent to ICPCBF232 Produce basic flat-bed cut product.

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 ICPCBF2320 Produce basic flat-bed cut product

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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:

- complete four jobs with different types and sizes of substrate and design of finished patterns, according to manufacturer and job specifications and enterprise procedures.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take action to prevent occurrence.

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:

- WHS risks and requirements for:
 - set up and operation of machine transport and delivery systems
 - the cutting process
 - machine shutdown procedures
- the checks required when substrate and waste are removed from the machine
- reel preparation, including splicing and joining requirements
- the checks required when cutting devices are packed, cleaned and replaced
- waste recycling and its relationship to environmental procedures
- adjustable areas of the machine requiring continuous monitoring to ensure trouble-free operation
- indicators that knife replacement is required
- indicators that cutting pressure adjustment is required
- the procedure for correcting common machine faults
- machine cleaning requirements at the end of the run

- required production records to maintain, and the information they contain
- 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:

- flat bed cutting 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.

Links

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