



Australian Government

ICPCBF232 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 1.0.

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.

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 Delivery systems are monitored and adjusted to ensure continuous and efficient operation and 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 edges and knife condition are monitored and adjusted to ensure product quality meets the approved sample standard 2.2 Webbing procedures are carried out according to enterprise procedures 2.3 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard 2.4 Reels are spliced/joined according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.5 Registration of cutting devices and knife(s) is monitored and adjusted to ensure product quality meets the approved sample standard 2.6 Packing of cutting devices is monitored and adjusted to ensure product quality meets the approved sample standard
3. Maintain production process	3.1 Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure product quality meets the approved sample standard 3.2 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.3 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 3.4 Manual and/or automatic control is used according to job specifications 3.5 Performance is monitored and verified using the process control system according to enterprise procedures 3.6 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.7 Process adjustments to eliminate problems are reported according to enterprise procedures 3.8 Faulty performance of equipment is identified and reported according to enterprise procedures 3.9 Waste is sorted according to enterprise procedures
4. Identify and rectify problems and faults	4.1 Problems in flat-bed cutting 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 Flat-bed cutting machine operation is checked to ensure correct operation 4.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 4.5 Repair/adjustment is verified prior to resumption of operations
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

ELEMENT	PERFORMANCE CRITERIA
	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
6. Clean flat-bed cutting machine at end of run	6.1 Cutting devices and knife/knives 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 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	2.4, 3.3, 3.4, 5.1	Recognises and interprets texts to establish job requirements
Writing	3.7, 3.8, 4.1, 4.4, 6.7	Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.2, 3.7, 3.8, 4.1, 4.4, 5.2	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	2.1-2.6, 3.1-3.3, 3.5, 3.7-3.9, 4.1, 4.2, 4.4, 5.1-5.3, 6.1-6.7	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	3.2, 3.7, 3.8, 4.1, 4.4, 5.2	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 done	1.2, 2.1, 2.3, 2.5, 2.6, 3.1-3.3, 3.5, 3.6, 3.9, 4.1-4.3, 4.5, 5.1-5.3	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - 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

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
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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF232 Produce basic flat-bed cut product	ICPCF232C Produce basic flat-bed cut 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 ICPCBF232 Produce basic flat-bed cut product

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Performance Evidence

Evidence of the ability to:

- produce products involving a range of minor flat-bed cutting processes including: kiss cutting, hole punching, hole drilling, slotting, slitting, sheeting, creasing, scoring, and pin perforating, indexing and round cornering according to job specifications and production timeframes
- demonstrate THREE different processes, and for each process, complete TWO jobs with different types and sizes of substrate 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:

- explain work health and safety (WHS) factors for:
 - setting up and/or operating machine transport systems
 - setting up and/or operating machine delivery systems
 - maintaining and adjusting the cutting process
 - conducting machine shutdown procedures
- identify checks needed when:
 - substrate is removed from the machine
 - packing cutting devices
 - waste is removed from the machine and surrounding area for disposal or recycling
 - cutting devices or knives are cleaned or replaced ready for the next run
 - during the machine shutdown procedure
- identify areas of the machine to monitor and adjust to ensure trouble-free operation

- explain indicators that mean knife replacement is needed
- determine when a cutting pressure adjustment is required
- explain the procedure for correcting common machine faults
- determine machine cleaning requirements at the end of the run
- determine production records to be kept or written up, and information to include in this reporting procedure
- 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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