



Australian Government

ICPCBF235 Set up machine for basic rotary cutting

Release: 1

ICPCBF235 Set up machine for basic rotary 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 rotary cutting processes, including kiss cutting, perforating, sprocket hole punching, slotting, sheeting, slitting, creasing and scoring.

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 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 devices to cylinders	2.1 Cutting devices are correctly mounted 2.2 Cutting devices are registered and proofed 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 3.2 Substrate is removed from process according to job

ELEMENT	PERFORMANCE CRITERIA
	specifications
4. Set up machine	4.1 Rotary cutting devices are set up and adjusted according to job specifications 4.2 Cutting pressures are set up and adjusted according to job specifications 4.3 Counter knives/anvils are set in correct position
5. Assist in set-up for other in-line processes	5.1 Assistance is given in set-up of in-line printing/ converting/binding units 5.2 Minor in-line printing processes (date stamping, numbering) are set up correctly
6. Conduct sample run	6.1 Material to be used for sample is organised correctly 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 6.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 6.4 Results are interpreted to determine adjustment requirements 6.5 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, 2.2, 4.1, 4.2, 6.2, 6.5	Recognises and evaluates text to establish job requirements from information contained within relevant systems
Oral Communication	5.1	Participates effectively in spoken interactions to confirm or clarify understanding
Navigate the world of work	6.2, 6.3, 6.5	Complies with legislative requirements and follows organisational policies and procedures relevant to own role

Interact with others	5.1	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, 2.2, 3.1, 3.2, 4.1-4.3, 5.1, 5.2, 6.3-6.5	- 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

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 systems OR - sheet systems.
Setting up and adjusting MUST include EITHER:	- unwind and rewind reels - web control system - splicing/joining reels - folder and sheeter OR - feeder and delivery systems - sheet pick-up and delivery systems - transfer systems.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF235 Set up machine for basic	ICPCF235C Set up machine for basic	Updated to meet Standards for	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
rotary cutting	rotary cutting	Training Packages	

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 ICPCBF235 Set up machine for basic rotary 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 factors for:
 - setting up and/or operating machine delivery systems
 - setting up cutting devices
- determine important areas pertinent to the relevant system:
 - to check when the feeder unit is set up
 - of the reel delivery system that may need to be adjusted according to job specifications
 - to consider during webbing procedures
- identify checks needed when:
 - cutting devices are mounted on a cylinder
 - cutting devices are attached to the machine
 - substrate is removed from the machine
- explain the rotary hole punching/indexing/creasing information found in the job documentation or production control system

- identify adjustments to the delivery systems that may be needed to suit various jobs
- list steps to ensure the delivery systems operate effectively
- explain ways the finished product can be secured for dispatch
- explain how machine pressure, machine cutting depths and the need to adjust in-line units are determined
- determine details of the completed sample to examine to ensure conformance to client requirements
- explain methods for storing cutting tools and equipment to prevent damage and deterioration
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included 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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