



Australian Government

ICPCBF2410 Set up machine for basic folding

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 set up a machine for basic folding.

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. Prepare for job	1.1 Identify job specifications 1.2 Carry out set-up of required machinery according to manufacturer specifications 1.3 Confirm availability of all job related components 1.4 Set up and adjust delivery systems according to job specifications
2. Set up machine for basic folding	2.1 Set up and adjust folding units according to job specifications 2.2 Set up and adjust required folding rollers, belts and rails
3. Set up in-line units for basic processes	3.1 Set up and adjust minor in-line units for basic processes according to machine requirements 3.2 Provide assistance in setting up major in-line units

ELEMENT	PERFORMANCE CRITERIA
4. Conduct sample run	4.1 Set up and operate machine to produce a sample according to work health and safety requirements, manufacturer specifications and enterprise procedures 4.2 Inspect and test sample as required according to enterprise procedures 4.4 Interpret results to determine adjustment requirements 4.5 Carry out adjustments according to product and machine specifications

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 evaluates text to establish job requirements
Self-management	Complies with regulatory requirements and follows organisational procedures relevant to own role
Teamwork	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	- 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
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
Setting up and adjusting must include either:	• unwind and rewind reels • webbing procedures • web control systems • splicing/joining reels OR • feeder and delivery • sheet pick-up and transportation • transfer system • sheet transfer and control system

Unit Mapping Information

Supersedes and is equivalent to ICPCBF241 Set up machine for basic single or continuous folding.

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 ICPCBF2410 Set up machine for basic folding

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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:

- set up machines for basic folding for three jobs, using different sizes and weights of substrate, according to manufacturer and job specifications and enterprise procedures.

In the course of the above the candidate must:

- demonstrate all safety devices on the machinery.

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:

- work health and safety (WHS) risks and requirements for:
 - the set up and operation of machine transport systems
 - the set up of folder transportation and delivery systems
 - the set up and adjustment of the folding and machine units
- the job documentation and production control system and the information it contains
- areas of the reel stand requiring continuous observation to meet job requirements
- areas of the sheet-fed transportation system requiring continuous observation to meet job requirements
- areas of the delivery system requiring continuous observation to meet job requirements
- different methods of securing folded sheets for dispatch
- organisation communication protocols when there is a job issue
- the steps taken to avoid substrate scratching/scuffing during transportation
- common issues when the machine is running faster than required
- checks to maintain roller pressures as required
- reasons for the sheet being out-of-square and the adjustments required to correct
- the steps to maintain alignment of in-line processes and units
- product segments to inspect at sample run completion to ensure product quality

- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.
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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:

- special purpose tools, equipment and materials
- folding machinery.

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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