



Australian Government

Assessment Requirements for ICPCBF241

Set up machine for basic single or continuous 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 1.0.

Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the machinery
- correctly set up machines for basic folding for TWO jobs (if possible using different sizes and weights of substrate) EITHER with a single fold to run continuously OR a single quire fold on a sheet gather/stitch/fold/trim machine OR an automatic web-fed machine to achieve a single fold 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 the work health and safety factors that must be considered when:
 - setting up and/or operating machine transport systems
 - setting folder transportation and delivery systems
 - setting up and/or adjusting the folding unit
 - adjusting machine units
- explain folding requirements information that would be found in the job documentation or production control system
- for reel systems only, identify areas of the reel stand to monitor to ensure trouble-free operation
- for sheet systems only, identify areas of the sheet-fed transportation system to monitor to ensure trouble-free operation
- identify areas of the delivery system to observe to prevent damage to the finished product
- list ways folded sheets can be secured for dispatch
- explain communication to instigate if the:

- job is out-of-square
- ink is too wet for production
- job does not coincide with the sample
- explain how to avoid substrate scratching/scuffing during transportation
- list problems to expect if the machine is running too fast
- determine checks of roller pressures for correctness
- explain the adjustment if the sheet is out-of-square
- explain possible reasons for the sheet being out-of-square, and adjustments required if the sheet will not leave the folding unit
- explain the adjustment to ensure sheets are not smudging/scuffing
- list steps to ensure correct alignment of in-line processes/units
- explain adjustments to keep units correctly positioned
- identify segments of the product to inspect at sample run completion to ensure product quality
- 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, machinery, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>