



**Australian Government**

# **ICPCBF241 Set up machine for basic single or continuous folding**

**Release: 1**

# ICPCBF241 Set up machine for basic single or continuous folding

## 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 a machine for basic folding.

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<br>1.2 Set-up is carried out correctly in minimum time with minimum wastage<br>1.3 Availability of all job-related components is checked |
| 2. Set up delivery systems                               | 2.1 Delivery systems are set up and adjusted according to job specifications                                                                                                                                                          |
| 3. Set up machine for basic single or continuous folding | 3.1 Folding units are set up and adjusted according to job specifications<br>3.2 Folding rollers/belts/rails are set up and adjusted according to job specifications                                                                  |
| 4. Set up in-line units for basic processes              | 4.1 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements                                                                                                     |

| ELEMENT               | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | and job specifications<br>4.2 Assistance is given setting up major in-line printing/converting/binding units                                                                                                                                                                                                                                                                                                                                                            |
| 5. Conduct sample run | 5.1 Material to be used for sample is organised correctly<br>5.2 Machine is set up and operated to produce a specified sample according to work health and safety requirements, manufacturer's specifications and enterprise procedures<br>5.3 Sample is visually inspected to determine adjustment requirements<br>5.4 Results are interpreted to determine adjustment requirements<br>5.5 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, 3.1, 3.2, 4.1, 5.2, 5.5         | <ul style="list-style-type: none"> <li>Recognises and evaluates text to establish job requirements from information contained within relevant systems</li> </ul>                                                                                                                     |
| Oral Communication         | 4.2                                  | <ul style="list-style-type: none"> <li>Participates effectively in spoken interactions to confirm or clarify understanding</li> </ul>                                                                                                                                                |
| Navigate the world of work | 5.2, 5.5                             | <ul style="list-style-type: none"> <li>Complies with legislative requirements and follows organisational policies and procedures relevant to own role</li> </ul>                                                                                                                     |
| Interact with others       | 4.2                                  | <ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> </ul>                                                                            |
| Get the work done          | 1.1-1.3, 3.1, 3.2, 4.1, 4.2, 5.1-5.5 | <ul style="list-style-type: none"> <li>Determines priorities and sequences steps involved in clearly defined tasks</li> <li>Implements actions as per instructions, making slight adjustments if necessary</li> <li>Plans, identifies and assembles resources required to</li> </ul> |

|  |  |                                                                                                                                                                                         |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | complete tasks <ul style="list-style-type: none"> <li>Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems</li> </ul> |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 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:         | <ul style="list-style-type: none"> <li>reel</li> </ul> OR <ul style="list-style-type: none"> <li>sheet</li> </ul>                                                                                                                                                                                                                                         |
| Setting up and adjusting MUST include EITHER: | <ul style="list-style-type: none"> <li>unwind and rewind reels</li> <li>webbing procedures</li> <li>web control systems</li> <li>splicing/joining reels</li> </ul> OR <ul style="list-style-type: none"> <li>feeder and delivery</li> <li>sheet pick-up and transportation</li> <li>transfer system</li> <li>sheet transfer and control system</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                               | Code and title<br>previous version                              | Comments                                        | Equivalence status |
|-----------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|--------------------|
| ICPCBF241 Set up machine for basic single or continuous folding | ICPCF241C Set up machine for basic single or continuous folding | 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 ICPCBF241 Set up machine for basic single or continuous folding

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## 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.

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