



Australian Government

ICPCBF2420 Produce basic folded product

Release: 1

ICPCBF2420 Produce basic folded product

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 produce basic folded product, monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

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. Maintain delivery system	1.1 Monitor and adjust delivery systems 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain production process	2.1 Monitor and adjust registration and squareness according to approved sample standard 2.2 Monitor and adjust basic in-line process(es) 2.3 Use machine controls as required 2.4 Verify performance using the process control system 2.5 Report process adjustments to eliminate problems according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
3. Identify and rectify problems and faults	3.1 Identify problems in folding machine operation and report according to enterprise procedures 3.2 Carry out adjustments and corrections as required and according to manufacturer specifications and within scope of own role 3.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 3.4 Verify repairs and adjustments as required prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.4 Clean and disengage all required parts of folding machinery used in printing process according to manufacturer specifications and enterprise procedures 4.5 Complete required production records and enterprise documentation

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 interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	- Identifies and follows explicit and implicit protocols and meets expectations associated with own role - Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	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
Planning and organising	Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
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.
Monitoring and adjusting must include either:	- reel stand - web control system OR - feeder and delivery system - sheet pick-up and transport system

Unit Mapping Information

Supersedes and is equivalent to ICPCBF242 Produce basic single or continuous folded product.

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 ICPCBF2420 Produce basic folded product

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

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:

- produce a basic folded product for two jobs using different substrates, according to manufacturer and job specifications and enterprise procedures.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take action to prevent occurrence.

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:

- WHS risks and requirements for:
 - the set up and operation of machine transport and delivery systems
 - the operation, adjustments and cleaning of the folding machine
- areas of the machine requiring continuous observation to meet job requirements
- areas of the machine requiring cleaning and the materials to be cleaned
- areas of the in-line process requiring continuous observation to ensure product quality
- the checks required for substrate removal from the machine
- the causes of out-of-square folding and methods of correcting them
- quality assurance criteria for completed sample runs and folded jobs
- organisation communication protocols when there is a job issue
- adjustable parts of the machine to correct sheet issues
- machine shutdown procedures
- the work preparation required for dispatch
- methods to keep the machine clear of surface rust (condensation) and the reasons for this

- production alterations that may be required to meet client requirements
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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

Companion Volume Implementation Guide is found on VETNet -

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