



Australian Government

ICPCBF242 Produce basic single or continuous folded product

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.

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 correctly clean and shut down equipment.

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 Delivery systems are monitored and adjusted to ensure accurate and continuous operation and eliminate damage to finished product 1.2 Substrate is added to and removed from the process according to job specifications
2. Maintain production process	2.1 Registration and squareness of fold are monitored and adjusted to ensure product quality meets the approved sample standard 2.2 Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure product quality meets the approved sample standard 2.3 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule

ELEMENT	PERFORMANCE CRITERIA
	2.4 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 2.5 Manual and/or automatic control is used according to job specifications 2.6 Performance is monitored and verified using the process control system according to enterprise procedures 2.7 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 2.8 Process adjustments to eliminate problems are reported according to enterprise procedures 2.9 Faulty performance of equipment is identified and reported according to enterprise procedures 2.10 Waste is sorted according to enterprise procedures
3. Identify and rectify problems and faults	3.1 Problems in folding (single/continuous) machine operation are identified and reported according to enterprise procedures 3.2 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 3.3 Folding (single/continuous) machine operation is checked to ensure correct operation 3.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 3.5 Repair/adjustment is verified prior to resumption of operations
4. Conduct shutdown of production process	4.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 4.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 4.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
5. Clean folding (single/continuous) machine at end of run	5.1 Folding units are disengaged and cleaned ready for next run 5.2 In-line printing/converting/binding/finishing units are cleaned ready for next run 5.3 Transport and delivery systems are disengaged and cleaned ready for next run 5.4 Production records or other documentation are accurately completed where required by enterprise procedures

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	2.4, 2.5, 4.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	2.8, 2.9, 3.1, 3.4, 5.5	Enters routine data associated with production processes and enterprise procedures
Oral Communication	2.3, 2.8, 2.9, 3.1, 3.4, 4.2	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Navigate the world of work	2.1-2.4, 2.6-2.10, 3.1-3.4, 4.1-4.3, 5.1-5.4	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	2.3, 2.8, 2.9, 3.1, 3.4, 4.2	- 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
Get the work done	1.1-1.2, 2.1-2.10, 3.2, 3.3, 3.5, 4.1-4.3	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans - 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 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF242 Produce basic single or continuous folded product	ICPCF242C Produce basic single or continuous folded product	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 ICPCBF242 Produce basic single or continuous folded product

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Performance Evidence

Evidence of the ability to:

- produce a single or continuous folded product 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:

- identify work health and safety (WHS) factors for:
 - setting up and/or operating machine transport systems
 - setting up and/or operating machine delivery systems
 - using the folding machine
 - adjusting/correcting the machine
 - cleaning the machine
- identify areas of the machine to:
 - monitor to ensure trouble-free operation
 - regularly clean, and the materials to be cleaned from it
 - continuously observe to ensure smooth, trouble-free operation
- identify areas of the in-line process to monitor to ensure product quality
- explain checks needed when substrate is removed from the machine
- explain TWO causes of out-of-square folding and how each can be corrected

- determine segments of quality assurance inspected at the completion of the sample run, as well as in a completed folded job
- explain communication to be instigated if the:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with the sample
- list the part(s) of the machine to adjust if the sheet is creasing
- identify important tasks to correctly shut down the machine
- explain work preparation required for dispatch
- explain the requirement to keep the machine clear of surface rust (condensation)
- determine production alterations needed to meet client requirements
- 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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