



Australian Government

ICPCBF261 Set up machine for basic adhesive, mechanical or thermal fastening

Release: 1

ICPCBF261 Set up machine for basic adhesive, mechanical or thermal fastening

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 adhesive, mechanical or thermal fastening. Some equipment may also involve cutting, trimming, folding and/or gathering (collating) which may be assessed at the same time.

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 system 1.2 Set-up is carried out correctly in minimum time with minimum wastage 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 2.2 Substrate is removed from the process according to job specifications
3. Set up equipment and in-line units	3.1 Fastening system is set up and adjusted according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	3.2 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 3.3 Assistance is given in set-up of major in-line printing/converting/binding units
4. Conduct sample run	4.1 Raw material to be used for sample is organised 4.2 Machine is set up and operated to produce a specified sample according to work health and safety requirements, manufacturer's specifications and enterprise procedures 4.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 4.4 Results are interpreted to determine adjustment requirements 4.5 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, 2.1, 2.2, 3.1, 3.2, 4.2, 4.3	Recognises and evaluates text to establish job requirements from information contained in systems or documents
Oral Communication	3.3	Participates effectively in spoken interactions to confirm or clarify understanding
Navigate the world of work	4.2, 4.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	3.3	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.3, 2.1, 2.2, 3.1-3.3, 4.1-4.5	- 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 - 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.
Setting up and adjusting MUST include EITHER:	- unwind and delivery reels - webbing procedures - web control system OR - feeder and delivery systems - sheet/section pick-up and transportation systems - transfer systems - sheet/section transfer and control system.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF261 Set up machine for basic adhesive, mechanical or thermal fastening	ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening	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 ICPCBF261 Set up machine for basic adhesive, mechanical or thermal fastening

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:

- correctly set up machine for basic fastening according to job specifications and within the production timeframe
- find and use information relevant to the task from a variety of information sources
- demonstrate all safety devices on the machine
- set up machine on TWO occasions for adhesive OR mechanical OR thermal fastening, using different weights and sizes of substrate according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- use computerised control, monitoring and data entry systems, if available and appropriate.

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:

All Systems

- identify work health and safety (WHS) factors for:
 - setting up the machine
 - setting up the delivery systems
 - before readjusting the machine
 - working with hot melt adhesives
- determine important information concerning binding requirements found in the job documentation or production control system
- identify elements to consider when planning a binding sample
- list checks needed when using the delivery systems on the various machines
- identify ways completed work can be secured for dispatch
- explain binding techniques for different types of jobs

- determine in-line units available for these binding processes
- identify circumstances under which the machine would need to be adjusted
- determine quality aspects to consider in the completed binding job
- list steps to ensure important features of the production control system are addressed
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Reel Systems Only

- describe webbing procedures commonly used in the delivery area
- identify areas to consider when setting up the web control system

For Sheet Systems Only

- determine problems likely to be encountered when setting up the sheeter

For Adhesive Or Thermal Only

- identify special delivery problems associated with adhesive machines and requirements to overcome these problems
- determine WHS safeguards necessary with hot melt adhesives
- explain methods of adhesive metering on the machine
- explain care to ensure a neat and clean adhesive binding job

For Mechanical Only

- list parts of the wire stitcher that need to be adjusted to process books of different thicknesses
- determine required positioning of the wire stitches on the book
- explain the difference between a staple and a wire stitch
- determine the appropriate wire calliper for a particular job.

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.

Links

Companion Volume implementation guides are found in VETNet -

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

