



Australian Government

ICPCBF2630 Set up and produce hand-fastened 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 4.0.

Application

This unit describes the skills and knowledge required to set up and produce hand-fastened product.

It applies to individuals in the printing and graphic arts industry who set up for and produce hand-fastened product to meet production requirements. They generally work under direct supervision.

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 Read and interpret job specifications from job documentation and production control system 1.2 Identify and undertake machine requirements for set-up 1.3 Check availability of all job related components 1.4 Set up and adjust fastening system to job specifications
2. Conduct sample run	2.1 Prepare raw material to be used for sample 2.2 Set up and operate equipment to produce a specified sample according to work health and safety requirements, manufacturer specifications and enterprise procedures 2.3 Inspect sample and identify requirements for and organise

ELEMENT	PERFORMANCE CRITERIA
	testing according to enterprise procedures 2.4 Interpret results to determine adjustment requirements 2.5 Carry out adjustments according to product and equipment specifications
3. Maintain production process	3.1 Fastening process is monitored and adjusted to ensure quality product is achieved 3.2 Monitor and verify performance using the process control system according to enterprise procedures 3.3 Identify and report faulty performance of equipment according to enterprise procedures 3.4 Carry out adjustments and corrections according to specified procedures and within scope of own role
4. Conduct shutdown of production process	4.1 Clean and disengage machinery and equipment ready for next run 4.2 Remove substrate waste from operating area and recycle and dispose of, where required, according to regulatory requirements and enterprise procedures 4.3 Identify machine faults requiring repair and reported to designated person according to enterprise procedures 4.4 Verify repairs and adjustments prior to resumption of operations 4.5 Complete production records and other documentation according to 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	Description
Writing	Records information relating to production and machinery problems
Oral Communication	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Self-management	Complies with regulatory requirements and follows organisational procedures relevant to own role, particularly

	with regard to operation and maintenance of machinery and equipment
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 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 • Seeks assistance when problems are beyond immediate responsibilities or experience

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.

Fastening process must include either:	• adhesive or mechanical including gluing, stapling (stitching) or sewing (thread) OR • hand sewing including gluing, stapling (stitching) or sewing (thread).
Monitoring and adjusting must include either:	• registration of fastening to ensure product quality meets the approved sample standard • wire straightens, length, cut-off and clinching pressures OR • adhesion to ensure product quality meets the approved sample standard OR • selecting and spacing supports • maintaining thread tension • aligning sections at the head • swelling.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF263 Set up and produce hand-fastened 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 ICPCBF2630 Set up and produce hand-fastened product

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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:

- set up equipment and produce basic hand-fastened products of different thickness and spine length to demonstrate equipment adjustment, in at least two of the following areas:
 - adhesive/thermal (drawn on cover or heated binding tape application)
 - mechanical (wire stitcher or heavy duty stapler including saddle and flat stitching)
 - hand sewing (single and multi-section books).

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:

- manufacturer specifications, enterprise procedures, and work health and safety (WHS) requirements for:
 - setting up and operating the machinery
 - cleaning and waste disposal
- the job documentation or production control system and the binding information within
- circumstances in which a machine requires adjustment
- different types of stitches, their uses and the problems associated with them, including:
 - wire stitches
 - staple stitches
 - kettle stitches
 - stab stitches
 - flat/side stitches
 - saddle stitches
- the required binding technique for a job
- the modifications required in wire stitching for different client requirements, including positioning, callipers and stitcher parts

- the care required for a neat and clean adhesive binding job
- sewing stages positioning on the book
- common sewing problems when sewing a multi-section book
- the purpose of sewing frames
- procedures to ensure hand sewing remains firmly together
- problems associated with oiling wire stitchers and improper maintenance of equipment
- measures to prevent production interruptions
- required binding results
- consequences if wire stitches are not in the right position
- 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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