



Australian Government

ICPCBF263 Set up and produce hand-fastened product

Release: 1

ICPCBF263 Set up and produce hand-fastened product

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 and produce hand-fastened product.

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 1.4 Fastening system is set up and adjusted according to job specifications
2. Conduct sample run	2.1 Raw material to be used for sample is organised correctly 2.2 Equipment is set up and operated to produce a specified sample according to work health and safety requirements, manufacturer's specifications and enterprise procedures 2.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	2.4 Results are interpreted to determine adjustment requirements 2.5 Adjustments are carried out according to product and equipment specifications
3. Maintain basic fastening process	3.1 Fastening process is monitored and adjusted to ensure quality product is achieved
4. Maintain production process	4.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 4.2 Production is maintained according to WHS requirements, manufacturer's specifications and enterprise procedures 4.3 Performance is monitored and verified using the process control system according to enterprise procedures 4.4 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 4.5 Process adjustments to eliminate problems are reported according to enterprise procedures 4.6 Faulty performance of equipment is identified and reported according to enterprise procedures 4.7 Waste is sorted according to enterprise procedures
5. Identify and rectify problems and faults	5.1 Problems fastening (adhesive/mechanical) equipment are identified and reported according to enterprise procedures 5.2 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 5.3 Fastening (adhesive/mechanical) equipment operation is checked to ensure correct operation
6. Clean fastening equipment	6.1 Mechanical fastening unit is disengaged and cleaned ready for next run OR 6.2 Glue system is washed ready for next run, and liquid waste is disposed of according to regulatory requirements and enterprise procedures 6.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 6.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	6.5 Repair/adjustment is verified prior to resumption of operations 6.6 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	1.1, 1.4, 2.2, 2.5,	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	4.5, 4.6, 5.1, 6.4, 6.6	Records information relating to production and machinery problems and completes production reports and other relevant documentation
Oral Communication	4.1, 4.5, 4.6, 5.1, 6.4	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	2.2, 2.3, 4.1-4.3, 4.5-4.7, 5.1, 5.2, 6.1-6.4, 6.6	Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with regard to operation and maintenance of machinery and equipment
Interact with others	4.1, 4.5, 4.6, 5.1, 6.4	- 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	1.1-1.4, 2.1-2.5, 4.1-4.7, 5.1-5.3, 6.4, 6.5	- 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 - 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.

Fastening process MUST include EITHER:	- adhesive/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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF263 Set up and produce hand-fastened product	ICPCF263C Set up and produce hand-fastened 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 ICPCBF263 Set up and produce hand-fastened product

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Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the equipment
- demonstrate competency in TWO areas of: 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), and for each area:
 - correctly set up equipment and produce TWO basic hand-fastened products of different thickness and spine length to demonstrate equipment adjustment, 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:

- determine information concerning binding found in the job documentation or production control system
- identify work health and safety (WHS) factors for:
 - setting up and operating the machinery
 - adjusting machinery
- determine circumstances in which a machine needs to be adjusted
- identify the correct binding technique for a job
- determine parts of the wire stitcher to adjust to process books of different thicknesses
- explain positioning of the wire stitches on the book
- explain difference between a staple and a wire stitch
- determine the appropriate wire calliper for a particular job
- explain the care to ensure a neat and clean adhesive binding job

- describe sewing stages positioning on the book
- explain ‘kettle stitch’
- identify common sewing problems likely to be met when sewing a multi-section book
- explain the purpose of sewing frames
- explain how to ensure hand sewing remains firmly together
- list problems associated with:
 - oiling a wire stitcher
 - not properly cleaning and maintaining equipment
- identify measures to prevent production interruptions
- describe an acceptable binding result
- explain consequences if wire stitches are not in the right position
- list what causes a book to be ‘stab’ stitched and special problems encountered with ‘stab’ stitching
- determine when to use ‘saddle’ stitch or ‘flat’/’side’ stitch
- identify 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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