



Australian Government

ICPCBF294 Set up profile cutting for envelope manufacture

Release: 1

ICPCBF294 Set up profile cutting for envelope manufacture

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 correctly set up profile cutting 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. Set up profile cutting	1.1 All details required for the job are checked and confirmed against job specifications 1.2 Correct materials are checked and available for the job 1.3 Adhesives are appropriate for the substrate, application process and machine 1.4 Work area is made safe and ready for production according to safety requirements 1.5 Profile cutting unit including profile knives, and where appropriate, fly knives, is set up according to job specifications 1.6 Blades are checked for sharpness and fitted as necessary, with units calibrated according to job specifications 1.7 Settings are checked against job specifications before production is commenced 1.8 Machine is stepped to ensure profile is in the correct position

ELEMENT	PERFORMANCE CRITERIA
	and paper tension is accurate 1.9 Envelope shape and size conforms to job specifications and cuts are clean and meet quality requirements
2. Confirm quality	2.1 Sample from the machine is selected and checked to ensure it conforms to quality standards 2.2 Adjustments are made when standards are not met 2.3 Samples are continuously monitored for defects, and defects are removed 2.4 Efficiency, quality and output rate of production run are monitored for problems, and any deficiencies resolved 2.5 Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards 2.6 Locations of all emergency shutdown buttons and triggers are known

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, 1.5-1.7, 1.9	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Navigate the world of work	1.4, 1.9, 2.1, 2.5, 2.6	Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with regard to safety
Get the work done	1.1-1.3, 1.5-1.8, 2.1-2.5	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Plans, identifies and assembles resources required to complete tasks - Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF294 Set up profile cutting for envelope manufacture	ICPCF294C Set up profile cutting for envelope manufacture	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 ICPCBF294 Set up profile cutting for envelope manufacture

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Performance Evidence

Evidence of the ability to:

- set up profile cutting units for manufacturing banker, open-sided wallet, open-ended pocket and automatic filling envelopes, according to job specifications and within the production timeframe.

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 common faults associated with profile cutting, and causes and methods to correct
- explain how blades are checked for sharpness in accordance with enterprise and work health and safety requirements
- identify relevant enterprise documentation procedures and other documentation, 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 and use of:

- job sheets, work tickets or processing orders
- profile cutting machinery used for cutting envelope profiles
- special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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