



Australian Government

Assessment Requirements for ICPCBF3060 Set up machine for basic carton folding and gluing

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.

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 a machine, on at least four occasions, for basic straight line folding and gluing of cartons with different weights and sizes of carton board according to manufacturer and job specifications and enterprise procedures.

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:

- work health and safety (WHS) risks and requirements for:
 - setting up folder transportation and delivery systems
 - setting up and adjusting the folding unit
 - adjusting the inkjet printer
 - working with hot melt adhesives
- the job documentation or production control system and the information it contains
- areas of the sheet-fed transportation system requiring continuous observation to meet job requirements
- areas of the delivery system requiring continuous observation to prevent damage to the finished product
- techniques for securing folded sheets for dispatch
- the causes of scratching of substrate during transportation
- key factors determining speed of the machine and common problems if speed is too fast
- checks to confirm roller pressures meet requirements
- the adjustments to make if the sheet is out-of-square and reasons why this happens
- adjustment procedures for:
 - confirming sheets leave the folding unit and are unscuffed
 - positioning units

- steps taken to ensure alignment of the inkjet printer
- factors affecting the required binding technique for a job
- methods of adhesive metering available on the machine
- the importance of precautions to ensure a clean adhesive binding job
- quality criteria to inspect at the completion of the sample run
- communication protocols if an error occurs during production or the job does not meet quality assurance checks
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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 special purpose tools, materials and equipment including:

- special purpose tools, equipment and materials
- carton folding and gluing machinery.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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