



Australian Government

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.

Application

This unit describes the skills and knowledge required to set up and adjust a machine for basic carton folding and gluing to ensure the finished product is in accordance with specifications and requirements.

It applies to individuals who work under direct supervision but have limited responsibility with preparing materials, equipment and machinery to ensure the production process is maintained.

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 carton systems	1.1 Set up and adjust feeder according to job specifications 1.2 Set up and adjust carton blank pick-up and transportation system 1.3 Prepare and adjust transfer systems 1.4 Prepare and adjust delivery system 1.5 Remove substrate from process according to job specifications
2. Set up machine for basic folding and gluing	2.1 Set up and adjust folding units 2.2 Prepare and adjust required folding rollers, belts and rails

ELEMENT	PERFORMANCE CRITERIA
	2.3 Establish and adjust gluing system
3. Conduct sample run	3.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified sample 3.2 Monitor and adjust slitters 3.3 Inspect and test proof as required according to enterprise procedures 3.4 Interpret results and make adjustments according to product and machine specifications as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Self-management	- Identifies and follows enterprise and regulatory requirements associated with own role - Implements actions according to instructions, making slight adjustments if necessary
Planning and organising	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Plans, identifies and assembles resources required to complete tasks

Unit Mapping Information

Supersedes and is equivalent to ICPCBF306 Set up machine for basic carton folding and gluing.

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 ICPCBF3060 Set up machine for basic carton folding and gluing

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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 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.

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