



Australian Government

ICPCBF306 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 1.0.

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 blank transportation system	1.1 Feeder is set up and adjusted according to job specifications 1.2 Carton blank pick-up and transportation system is set up and adjusted according to job specifications 1.3 Transfer systems are set up and adjusted according to job specifications
2. Set up carton delivery system	2.1 Delivery is set up and adjusted according to job specifications 2.2 Substrate is removed from process according to job specifications
3. Set up machine for	3.1 Folding units are set up and adjusted according to job

ELEMENT	PERFORMANCE CRITERIA
basic folding and gluing (single/continuous)	specifications 3.2 Folding rollers/belts/rails are set up and adjusted according to job specifications 3.3 Gluing system is set up and adjusted according to job specifications using either glue wheel or one glue head
4. Conduct sample run	4.1 Material to be used for sample is organised correctly 4.2 Machine is set up and operated according to Work Health and Safety (WHS) requirements, manufacturer's specifications and enterprise procedures to produce a specified sample 4.3 Slitters are monitored and adjusted according to job specifications 4.4 Sample is visually inspected and/or tested for accuracy of folds, fibre tear, opening force, fluff and glue placement according to enterprise procedures
5. Readjust settings	5.1 Results are interpreted to determine adjustment requirements 5.2 Adjustments are carried out according to product and machine specifications

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	1.1-1.3, 2.1, 2.2, 3.1-3.3, 4.2-4.4, 5.2	Recognises and interprets text to confirm work requirements from information contained within relevant specifications and enterprise documents
Navigate the world of work	4.2, 4.4	Recognises and follows organisational and legislative requirements associated with own role
Get the work done	1.1-1.3, 2.1-2.2, 3.1-3.3, 4.1-4.4, 5.1, 5.2	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF306 Set up machine for basic carton folding and gluing	ICPCF3106C Set up machine for basic carton folding and gluing	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 ICPCBF306 Set up machine for basic carton folding and gluing

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Performance Evidence

Evidence of the ability to:

- correctly 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's and job specifications and enterprise procedures.

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:

- explain information concerning folding requirements found in the job documentation or production control system
- explain work health and safety factors for:
 - setting up folder transportation and delivery systems
 - setting up and/or adjusting the folding unit
 - adjusting the inkjet printer
 - working with hot melt adhesives
- describe areas of the sheet-fed transportation system to monitor to ensure trouble-free operation
- identify areas of the delivery system to observe to prevent damage to the finished product
- describe ways that folded sheets can be secured for dispatch
- explain causes of scratching/scuffing of substrate during transportation
- describe what determines speed of the machine
- give a detailed account of problems to expect if the machine is running too fast
- demonstrate how roller pressures can be checked for correctness
- explain adjustments to make if the sheet is out-of-square
- provide possible reasons for the sheet being out-of-square

- describe what adjustments to make to ensure sheets are not smudging/scuffing
- recommend adjustments to make if the sheet does not leave the folding unit
- list steps to ensure correct alignment of the inkjet printer
- explain adjustments to make to keep units correctly positioned
- explain what determines the correct binding technique for a job
- describe methods of adhesive metering present on the machine
- explain why it is important to take care to ensure a neat and clean adhesive binding job
- identify segments of quality assurance to inspect at the completion of the sample run
- recommend communication actions to take if the job is out-of-square, if the ink is too wet for production, or if the job does not conform to quality assurance checks
- identify machine manuals and safety 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 and use of special purpose tools, materials and equipment including a Royal 40, a Bobst Media, or a Bobst Domino machine.

Assessors must satisfy NVR/AQTF assessor requirements.

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