



Australian Government

ICPCBF3090 Produce complex folded and glued cartons

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 produce complex folded and glued products while maintaining the production process and machinery operation.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished 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. Maintain operation of carton blank system	1.1 Monitor and adjust feeder and carton blank pick-up and transportation system according to work health and safety (WHS) requirements 1.2 Monitor and adjust transfer systems 1.3 Add substrate to process according to job specifications 1.4 Check and adjust delivery according to quality requirements
2. Maintain complex carton folding and gluing process	2.1 Review and adjust registration of folds 2.2 Review and adjust gluing process according to adhesion strength requirements
3. Maintain operation of	3.1 Review and verify performance using the process control

ELEMENT	PERFORMANCE CRITERIA
production process	system 3.2 Report process adjustments to eliminate problems according to enterprise procedures
4. Identify and rectify problems	4.1 Identify and report problems in machine operation according to enterprise procedures 4.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 4.3 Verify repairs and adjustments as required prior to resumption of operations
5. Conduct shutdown of production process	5.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 5.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 5.3 Clean and disengage all required parts of machinery used in printing process 5.4 Complete required production records and enterprise documentation

Foundation Skills

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

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	Identifies and follows all procedures for operation and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks

Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPCBF309 Produce complex folded and glued cartons.

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 ICPCBF3090 Produce complex folded and glued cartons

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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:

- produce three complex carton jobs, with different sizes and weights of carton board, using multiple gluing units.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take preventive action to prevent occurrence.

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:

- WHS risks and requirements for:
 - setting and operating folder/gluer transport and delivery systems
 - adjusting and cleaning the machine
 - handling cleaning materials
 - machine shutdown
 - working with hot melt adhesives
- areas of the machine, feeder, gluing unit and pick-up system requiring continuous observation to meet job requirements
- areas of the delivery system requiring continuous observation to prevent damage to the finished product
- causes of incorrect folding, and correction methods
- quality requirements inspected at sample run completion
- steps to take if adhesive viscosity in gluing unit is too low/high

- adjustment procedure for the application of glue
- areas of the machine to adjust if:
 - sheets are not neatly entering delivery
 - carton blanks are creasing
 - carton blanks are not entering the machine
- checks required to shut down the machine and prepare finished work for dispatch
- areas of the machine requiring regular cleaning, required cleaning agents and the materials to clean
- techniques for keeping the machine clear of surface rust (condensation)
- production records to maintain, and information to include
- quality criteria to consider in a completed folded carton
- steps taken to ensure important features of the production control system are followed
- methods for altering production to meet client requirements
- items to check against the client sample
- 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:

- special purpose tools, equipment and materials
- folded and glued carton 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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