



Australian Government

ICPCBF309 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 1.0.

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 Feeder is monitored and adjusted to ensure continuous and efficient feeding to machine 1.2 Carton blank pick-up and transportation system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 1.3 Transfer systems are monitored and adjusted to ensure correct and continuous carton blank handling and efficient operation 1.4 Substrate is added to process according to job specifications 1.5 Delivery is monitored and adjusted to ensure quality and efficient product delivery
2. Maintain complex	2.1 Registration and accuracy of folds are monitored and adjusted

ELEMENT	PERFORMANCE CRITERIA
carton folding and gluing process	to ensure product quality meets the approved sample standard 2.2 Gluing process is monitored and adjusted to ensure accuracy of glue application and strength of adhesion conforms to quality standards
3. Maintain operation of production process	3.1 Production process is operated in association with fellow workers and according to enterprise specifications and planned daily schedule 3.2 Production is maintained according to work health and safety requirements, manufacturer's specifications and enterprise procedures 3.3 Performance is monitored and verified using the process control system according to enterprise procedures 3.4 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.5 Process adjustments to eliminate problems are reported according to enterprise procedures 3.6 Faulty performance of equipment is identified and reported according to enterprise procedures 3.7 Waste is sorted according to enterprise procedures
4. Identify and rectify problems	4.1 Problems in folding and gluing machine operation are identified and reported according to enterprise requirements 4.2 Adjustments or corrections are carried out according to specified procedures and consistent with operator's skill level 4.3 Complex folding/gluing machine operation is checked to ensure correct operation
5. Conduct shutdown of production process	5.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 5.3 Waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 5.4 Machine faults requiring repair are identified and reported to designated person, according to enterprise procedures 5.5 Repair/adjustment is verified prior to resumption of operations
6. Clean folding/gluing	6.1 Folding unit is cleaned ready for next run

ELEMENT	PERFORMANCE CRITERIA
machine at end of run	6.2 Gluing unit is disengaged and cleaned ready for next run 6.3 Transport and delivery systems are cleaned ready for next run 6.4 Production records or other documentation are accurately completed where required by enterprise procedures

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	1.4, 2.2, 3.1-3.3, 3.5-3.7, 4.1, 4.2, 5.1, 5.3, 5.4, 6.4	Recognises and interprets text to confirm work requirements from information contained within relevant procedures and specifications
Writing	3.5, 3.6, 4.1, 5.4, 6.4	Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.1, 3.5, 3.6, 4.1, 5.2, 5.4	- Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies - Participates effectively in spoken interactions to confirm or clarify
Navigate the world of work	2.1, 2.2, 3.1-3.3, 3.5-3.7, 4.1, 4.2, 5.1-5.4, 6.1-6.4	Recognises and follows all procedures for operation and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	3.1, 3.5, 3.6, 4.1, 5.2, 5.4	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Understands what to communicate, with whom and how, in routine work situations
Get the work done	1.1-1.5, 2.1, 2.2, 3.1-3.4, 3.6, 3.7, 4.1-4.3, 5.1-5.5, 6.4	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans - Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF309 Produce complex folded and glued cartons	ICPCF3109C Produce complex folded and glued cartons	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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