



Australian Government

Assessment Requirements for ICPCBF3200 Produce complex converted or finished product

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:

- demonstrate all safety devices on the machinery produce complex converted or finished product involving complex die cutting, embossing, folding, collating or fastening for two different jobs involving different types, sizes and weights of substrate.

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:

- enterprise procedures, and WHS risks and requirements for:
 - setting up and operating machine transport and delivery systems
 - maintaining the cutting process and handling blades
 - operating and adjusting the folding machine
 - using hot melt adhesive
 - cleaning the machine
- different procedures for buckle, knife and pharmaceutical folding
- enterprise procedures for sheet issues and adjustable areas of the machine for correction
- common machine faults and correction methods
- areas of the reel stand and sheet-fed feeder requiring continuous observation to meet job requirements
- adjustment procedures for the web control system to maintain web tension and position

- adjustment procedures for the sheet pick-up system to ensure continuous sheet handling
- reasons for monitoring gluing units and delivery systems
- indicators showing replacement of a blade is required and checks for replacement
- checks required when packing cutting devices, adjusting cutting pressure, and points to monitor when maintaining cutting pressures
- checks required when adjusting depth of embossing
- procedure for removing substrate from the machine
- terms common to production process, including side lay, deflector and glue line
- enterprise procedures for where job does not coincide with sample
- key factors determining machine operation speed and indicators a change in speed is required
- indicators the machine needs lubrication
- factors indicating machine adjustment is required
- adhesive binders/glue and methods for adjusting adhesive properties and spine milling
- methods for straightening or adjusting wire in wire feed on a wire stitcher
- techniques to modify dwell time on a high frequency welder
- checks for machine shutdown, and key reasons they are required
- required cleaning agents for machines and materials to clean, including surface rust
- quality requirements, controls and checks inspected during production, at end of sample run and on the finished product
- steps to ensure of production control system is followed and required production records
- 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
- converting or finishing 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>