



Australian Government

ICPCBF320 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 1.0.

Application

This unit describes the skills and knowledge required to cover complex die cutting, embossing, folding, collating or fastening.

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 delivery systems	1.1 Delivery systems are monitored and adjusted to ensure continuous and efficient operation and avoid damage to finished product 1.2 Substrate is added and removed to and from the process according to job specifications
2. Maintain cutting system	2.1 Knife or die condition is monitored and adjusted to ensure product quality meets the approved sample standard 2.2 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard 2.3 Registration of cutting devices and knives or dies are monitored and adjusted to ensure product quality meets the approved sample standard 2.4 Packing of cutting devices or dies is monitored and adjusted to

ELEMENT	PERFORMANCE CRITERIA
	ensure product quality meets the approved sample standard
3. Maintain complex process	3.1 Registration and squareness of folds are monitored and adjusted to ensure product quality meets the approved sample standard, if relevant 3.2 Collating/inserting process is monitored and adjusted to ensure product quality meets the approved sample standard, if relevant
4. Maintain production process	4.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 4.2 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 4.3 Manual and/or automatic control is used according to job specifications 4.4 Performance is monitored and verified using the process control system according to enterprise procedures 4.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 4.6 Process adjustments to eliminate problems are reported according to enterprise procedures 4.7 Faulty performance of equipment is identified and reported according to enterprise procedures 4.8 Waste is sorted according to enterprise procedures
5. Identify and rectify problems or faults	5.1 Product and substrate are monitored and tested to ensure conformance to client requirements 5.2 Problems in converting/finishing machine operation are identified and reported according to enterprise procedures 5.3 Adjustments or corrections are carried out according to specified procedures and manufacturer's specifications 5.4 Converting/finishing machine operation is checked to ensure correct operation
6. Conduct shutdown of production process	6.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 6.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 6.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory

ELEMENT	PERFORMANCE CRITERIA
	requirements and enterprise procedures 6.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 6.5 Repair/adjustment is verified prior to resumption of operations
7. Clean converting/finishing machine at end of run	7.1 Cutting devices and knives or dies are cleaned or replaced ready for next run 7.2 Cutting devices are sharpened according to WHS procedures 7.3 All units are disengaged and cleaned ready for next run 7.4 Delivery systems are disengaged and cleaned ready for next run 7.5 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	4.2-4.4, 5.3, 6.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	4.6, 4.7, 5.2, 6.4, 7.5	Enters routine data associated with production processes and enterprise procedures
Oral Communication	4.1, 4.7, 5.2, 6.2, 6.4	- Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies - Participates effectively in spoken interactions to confirm or clarify requirements
Navigate the world of work	2.1-2.4, 3.1, 3.2, 4.1, 4.2, 4.4, 4.6-4.8, 5.2, 5.3, 6.1-6.4, 7.1-7.5	Recognises and follows all procedures for operation, cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	4.1, 4.7, 5.2, 6.2, 6.4	- 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, 1.2, 2.1-2.4, 3.1, 3.2, 4.1-4.8, 5.1-5.4, 6.1-6.5, 7.5	• 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
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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Delivery systems MUST include EITHER:	• reel delivery system OR • sheet delivery system OR • complex fastening (adhesive/mechanical/sewing) system.
Monitoring and adjusting MUST include EITHER:	• reel stand and rewind section • web control system to ensure correct tension • delivery system • sheeting system OR • feeder • sheet pick-up and transportation • transfer system to ensure correct and continuous sheet handling OR • fastening registration • wire straightening, length, cut off and clinching pressures • adhesion • thread tension and stitch quality.
Units MUST include EITHER:	• machine bed OR

	- glue system OR - laminating machine.
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF320 Produce complex converted or finished product	ICPCF320C Produce complex converted or finished product	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 ICPCBF320 Produce complex converted or finished product

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Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the machinery
- correctly 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 according to manufacturer's and job specifications, enterprise procedures and listed performance criteria.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

individual must:

- identify work health and safety (WHS) factors for:
 - setting up and/or operating machine transport systems
 - setting up and/or operating machine delivery systems
 - maintaining the cutting process
 - using the folding machine
 - adjusting/correcting the machine, and prior to any required adjustments
 - maintaining or adjusting the operation of the machine
 - using hot melt adhesive
 - cleaning the machine
- identify safety clothing available for use when operating adhesive binders
- explain how to carry out buckle, knife and pharmaceutical folding
- outline the actions required if:
 - the gate fold unit is out of timing
 - the right angle fold is out-of-square

- double sheet feeds occur
- identify areas of the machine to adjust if:
 - the sheet is creasing
 - the sheet is caught in the fold plate
 - the sheet is not entering the machine
 - sheets are not entering delivery neatly
- list and describe common machine faults and how to correct them
- explain why gluing units and delivery systems require careful monitoring
- identify indicators showing replacement of a knife/cutting edge is required
- list checks required when cutting pressure is adjusted, and the points to monitor when maintaining cutting pressures
- list checks made when:
 - sections fail to open on the chain
 - packing cutting devices
 - correcting dull cutting edges on equipment
 - correcting depth of embossing
 - substrate is removed from the machine
- explain the terms:
 - side lay
 - deflector
 - glue line
- determine segments of quality assurance inspected at the completion of the sample run
- determine action if the:
 - viscosity of adhesive in the gluing unit is too low/high
 - gluing unit is out of timing
- explain solutions when:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with the sample
 - sheet is creasing
 - sheet is caught in the fold plate
 - sheet is not entering the machine
 - sheet falls out of the machine after folding
 - sheets misfeed during production
 - 'bruising' of the NCR sheets occurs
- determine factors that govern speed the machine operates at
- identify indicators the machine needs lubrication
- explain consequence/s of too much or too little adhesive
- determine factors indicating:
 - the machine need to be adjusted

- the machine need to be slowed down
- when machine speed can be increased
- explain how to adjust position and quantity of adhesive on an adhesive binder/gluer
- explain how to adjust adhesive thickness and pressure on an adhesive binder/gluer
- explain how to achieve more spine milling on an adhesive binder
- explain how to straighten or adjust wire in the wire feed on a wire stitcher
- explain how to increase/decrease dwell time on a high frequency welder
- list checks for shutting down a given machine, and identify the key reasons for the checks
- identify materials to clean from the machine
- list recommended cleaning agents for this machine and how to keep the machine clear of surface rust
- determine quality aspects to monitor during production as well as those to check on the finished product
- list steps to ensure important features of the production control system are followed
- identify items to check against the client sample
- explain required production records and the information to include
 - identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Reel Systems Only

- identify areas of the reel stand to monitor to ensure trouble-free operation
- explain how to adjust the web control system to maintain correct web tension and correct positioning of the web

For Sheet Systems Only

- identify areas of the sheet-fed feeder to monitor to ensure trouble-free operation
- determine parts of the sheet or section pick-up system to adjust to ensure accurate and continuous sheet handling.

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 relevant facilities, special purpose tools, machinery, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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