



Australian Government

Assessment Requirements for ICPCBF3210

Set up and produce complex guillotined 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:

- set up, including knife change, and produce three complex guillotined products, with three different substrates using an electronic guillotine, according to manufacturer and job specifications and enterprise procedures.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- demonstrate all safety devices on the machine
- anticipate production difficulties and take 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, manufacturer specifications, and WHS requirements for:
 - handling knife blades during the knife change operation
 - setting up, cleaning and operating the guillotine
 - checking and adjusting the machine
 - maintaining the production process
 - shutting down and cleaning the machine
 - waste handling and disposal
- job documentation or production control system, and the required information it contains
- common trade terms used in documentation for complex cutting or guillotine knife change operations
- factors that must be considered when planning a cutting sequence

- key items to check and their adjustment procedures, such as:
- machine problem areas and adjustment parameters
- clamp plate removal and machine adjustments
- job quality criteria against client sample (including cutting result) and steps to take if the result does not coincide
- problems that arise if:
 - a dull blade is used or the cutting stick is not replaced regularly
 - the automatic knife is activated
 - lay or grip edges on sheets are not recognised
- procedures for:
 - selecting and adjusting clamping pressure for a job
 - completing jobs with undersize requirements for machine
 - reporting machine malfunctions
 - waste handling and disposal from the guillotine area
 - 'packing-up' the clamp of a guillotine
 - ensuring key features of production control system are followed
- key attributes required in a knife, including angles and forces acting on them
- guillotines, their components, key features and common issues
- indicators blade or cutting stick replacement is required, and information to record
- circumstances requiring a knife with a double angle
- clamp pressure required for different paper types and common clamping issues
- size range of sheets that can be processed on machine
- key factors differentiating 'work and turn', 'work and twist', 'work and tumble' and 'work and back' jobs
- types of jobs unsuitable for automatic cutting
- trimming requirements of multi-section books or magazines with bulky spines
- lay and gripper edges on sheets, and methods for identifying them if not marked
- reasons why:
 - the guillotine knife will not operate when the machine is turned on
 - a book block may be cut out-of-square
 - the program does not work after it has been entered into the machine
- parts of the guillotine to check after a cut, if top sheets are:
 - longer or shorter than the bottom sheets
 - out-of-square
 - creasing along the cut line
- indicators that machine lubrication is necessary, and required lubrication types and methods
- quality criteria in a completed cutting job, areas of the finished product to inspect and any production alterations required
- 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
- an electronic guillotine.

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>