



Australian Government

ICPCBF3270 Set up machine for complex rotary die cutting or embossing

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 set up a machine for complex rotary die cutting or embossing.

It applies to individuals who prepare material, monitor and run equipment and machinery and apply solutions to a defined range of unpredictable problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

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. Prepare for job	1.1 Identify job specifications 1.2 Set up required printing machinery according to manufacturer specifications and work health and safety (WHS) requirements 1.3 Confirm availability of all job components 1.4 Select and secure cutting devices and dies to machine 1.5 Set up and adjust delivery systems 1.6 Remove substrate from the process according to job specifications

ELEMENT	PERFORMANCE CRITERIA
2. Set up machine for basic rotary cutting	2.1 Set up and adjust rotary cutting devices 2.2 Establish and adjust cutting pressures 2.3 Set counter knives and anvils in required position
3. Set up in-line units	3.1 Prepare minor in-line units for basic processes and adjust according to machine requirements 3.2 Provide assistance in set-up of major in-line units
4. Conduct sample run	4.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified sample 4.2 Inspect and test proof as required according to enterprise procedures 4.3 Monitor and adjust registration of knives and confirm product quality meets the approved sample standard

Foundation Skills

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

Skill	Description
Self-management	- Identifies and follows regulatory requirements and enterprise procedures relevant to own role - Implements actions according to instructions, making slight adjustments if necessary
Teamwork	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Planning and organising	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Plans, identifies and assembles resources required to complete tasks
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

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 systems or • sheet systems. •
Setting up and adjusting must include either:	• unwind and rewind reels • web control system • folder and sheeter or • feeder and delivery systems • sheet pick-up and transportation systems • transfer systems.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF327 Set up machine for complex rotary die cutting or embossing.

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 ICPCBF3270 Set up machine for complex rotary die cutting or embossing

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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:

- set up machine two complex jobs with different substrates, sizes and patterns according to manufacturer and job specifications and enterprise procedures

In the course of the above the candidate must:

- demonstrate all safety devices on the machine.

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 work health and safety (WHS) requirements for:
 - setting up and operating sheet or reel transport and delivery systems
 - setting up and adjusting rotary cutting devices
 - handling blades
- the job documentation or production control system, and the required information it contains
- features and functions, common issues, faults and adjustment methods for the following machine sections in all systems:
 - transportation
 - delivery
 - the feeder unit
 - rewind wheel and unwind reel
 - the sheeter and folder
- required checks for:
 - mounting cutting devices on a cylinder and attaching them to the machine
 - substrate removal from the machine

- ensuring suitability of in-line processes
- key details of the completed sample to ensure conformance with client requirements
- methods used for registering and proofing cutting devices
- key selection criteria for the required cutting system and cutting devices
- key areas to consider during webbing procedures
- areas of the delivery:
 - that can be adjusted to meet job specifications in reel systems
 - requiring continuous observation to maintain neat delivery of finished work and prevent damage to finished product
- adjustments required to the machine to facilitate sheet pick-up and transportation
- methods of securing the finished product for dispatch
- machine pressure and cutting depths
- procedures for adjusting lays for registration, required checks, and circumstances when it is done
- problems that occur if counter knives/anvils are incorrectly set
- the range of sheet sizes that can be processed on this machine
- common faults that occur with the rotary cutting process and correction methods
- indicators that replacement of knives/blades/cutting edges are required
- storage procedures for cutting edges and counter knives (anvils) to guard against damage and deterioration
- 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
- die cutting or embossing 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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