



Australian Government

ICPCBF3410 Set up machine for complex sequenced or multiple folding

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 folding. 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 1.3 Confirm availability of all job components 1.4 Set up and adjust delivery systems
2. Set up machine for complex sequenced or multiple folding	2.1 Set up and adjust folding units 2.2 Set up and adjust folding rollers, belts and rails as required
3. Set up in-line units	3.1 Set up and adjust minor in-line units for basic processes

ELEMENT	PERFORMANCE CRITERIA
	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 Interpret results and make adjustments according to product and machine specifications as required

Foundation Skills

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

Skill	Description
Oral Communication	Participates effectively in spoken interactions to confirm or clarify requirements
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 or • sheet.
Setting up and adjusting must include either:	• unwind reel • webbing procedures • web control system • splicing/joining reels • folder and sheeter or • feeder and delivery system • sheet pick up system • transfer system • sheet transfer and control.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF341 Set up machine for complex sequenced or multiple folding.

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 ICPCBF3410 Set up machine for complex sequenced or multiple folding

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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:

- correctly set up set up three multiple sequenced folding jobs or gusseting jobs, using different sizes and weights of substrates, 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:

- work health and safety (WHS) risks and requirements for:
 - setting up and operating machine transport systems
 - setting folder transportation and delivery systems
 - setting up and adjusting the folding unit
 - adjusting machine units
- the job documentation or production control system and the information it contains
- the factors to consider when planning a folding sample
- the areas of the delivery system requiring monitoring to maintain trouble-free operation and delivery of undamaged finished work
- checks to make when removing substrate from the machine
- methods of securing folded sheets for dispatch
- the range of sheet sizes that can be processed on the machine
- machine adjustments to facilitate different stock sizes
- causes of substrate scratching and scuffing during transportation
- factors determining machine speed
- problems that can be expected if:

- the machine is running too fast
- the machine rollers are set too loose
- there is too much roller pressure
- the delivery system is not set as required
- factors determining required roller pressure for a given job and the checks to carry out
- steps to ensure required alignment of in-line processes/units
- the function of a gate fold unit and checks when operating an electronic gate fold unit
- the use of a gluing unit on a job
- the adhesive used in the gluing unit
- adjustments made to the glue line length
- quality assurance criteria to inspect at the sample run completion
- adjustments required and common causes if:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with sample
- items to check against the client sample
- areas to adjust in the web control system to maintain required web tension and positioning
- adjustments required for common sheet issues and their causes
- parts of the sheet pick-up system to adjust to ensure continuous sheet handling
- factors that determine accuracy of sheets entering folding rollers
- manufacturer manuals 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
- sequencing or folding 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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