



Australian Government

ICPCBF341 Set up machine for complex sequenced or multiple folding

Release: 1

ICPCBF341 Set up machine for complex sequenced or multiple folding

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 set up a machine for complex folding.

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 Job specifications are read and interpreted from job documentation or production control system 1.2 Set-up is planned and carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked
2. Set up delivery system	2.1 Delivery systems are set up and adjusted according to job specifications
3. Set up machine for complex sequenced or multiple folding	3.1 Buckle/knife folding units are set up and adjusted according to job specifications 3.2 Folding rollers/belts/rails are set up and adjusted according to job specifications
4. Set up in-line units	4.1 Minor in-line printing/converting/binding units are set up for

ELEMENT	PERFORMANCE CRITERIA
	basic processes and adjusted according to machine requirements and job specifications 4.2 Assistance is given in set-up of major in-line printing/converting/binding units
5. Conduct sample run	5.1 Material to be used for sample is organised correctly 5.2 Machine is set up and operated to produce a specified sample according to work health and safety requirements, manufacturer's specifications and enterprise procedures 5.3 Sample is visually inspected and/or tested, or laboratory testing is organised, according to enterprise procedures 5.4 Results are interpreted to determine adjustment requirements 5.5 Adjustment changes are carried out according to product and machine specifications

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	1.1, 3.1, 3.2, 4.1, 5.2, 5.5	Recognises and interprets text to establish job requirements from information in relevant procedures and specifications
Oral Communication	4.2	Participates effectively in spoken interactions to confirm or clarify requirements
Navigate the world of work	5.1-5.3	Recognises and follows legislative requirements and organisational policies and procedures relevant to own role
Interact with others	4.2	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.2, 1.3, 2.1, 3.1-3.2, 4.1, 4.2, 5.1-5.5	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to

		complete tasks 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 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF341 Set up machine for complex sequenced or multiple folding	ICPCF341C Set up machine for complex sequenced or multiple folding	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 ICPCBF341 Set up machine for complex sequenced or multiple folding

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Performance Evidence

Evidence of the ability to:

- correctly set up set up THREE multiple sequenced folding jobs (e.g. letter folds, concertina folds) OR gusseting (envelope adjuster) jobs, using different sizes and weights of substrates e.g. 45-110 grams per square meter (gsm) and including use of a gluing unit and/or gate fold unit, according to manufacturer's and job specifications, enterprise procedures and the listed performance criteria
- demonstrate all safety devices on the machine.

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

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

All Systems

- identify work health and safety factors that must be considered when:
 - setting up and/or operating machine transport systems
 - setting folder transportation and delivery systems
 - setting up and/or adjusting the folding unit
 - adjusting machine units
- determine the information concerning folding requirements that would be found in the job documentation or production control system and how this information could be interpreted to ensure smooth workflow throughout the factory
- determine the factors that must be considered when planning a folding sample
- identify the areas that should be monitored to ensure trouble-free operation for either the reel stand or sheet-fed delivery system
- identify areas of the delivery system to observe to maintain neat delivery of finished work and prevent damage to the finished product

- list checks to make when substrate is removed from the machine
- list ways folded sheets can be secured for dispatch
- determine the largest/smallest size sheet that can be processed on the machine
- list ways the machine can be adapted to facilitate smaller/larger stock
- list causes of scratching/scuffing of substrate during transportation
- identify factors that determine machine speed
- explain 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 correctly
- identify factors that determine correct roller pressure for a given job
- list roller pressure checks for correctness
- list steps to ensure correct alignment of in-line processes/units
- list checks when operating the electronic gate fold unit
- explain the use of a gate fold unit
- explain the use of a gluing unit on a job
- determine adhesive used in the gluing unit
- identify adjustments made to the glue line length
- determine segments of quality assurance to inspect at the sample run completion
- explain actions required if the:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with sample
- identify items to check against the client sample
- 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 to adjust for the web control system to maintain correct web tension and correct web positioning

For Sheet Systems Only

- identify adjustments required in each of the following cases:
 - the sheet is creasing
 - the sheet is caught in the fold plate
 - the sheet is not entering the machine
 - the sheet is not reaching the folding unit
 - the sheet not leaving the folding unit
 - the sheets are smudging/scuffing
 - the sheet is turned on the transportation unit

- identify parts of the sheet pick-up system to adjust to ensure accurate and continuous sheet handling
- identify factors that determine accuracy of sheets entering folding rollers
- determine the adjustment to be made if the sheet is out-of-square
- list the reasons for the sheet being out-of-square and explain how each may be corrected.

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, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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