



Australian Government

ICPCBF3420 Produce complex sequenced or multiple folded 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.

Application

This unit describes the skills and knowledge required to produce complex folded product, monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product.

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 system	1.1 Monitor and adjust delivery systems according to work health and safety (WHS) requirements 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain production process	2.1 Monitor and adjust registration and squareness of fold according to product quality sample requirements 2.2 Monitor and adjust basic in-line process(es) 2.3 Use machine controls as required 2.4 Review and verify performance using the process control

ELEMENT	PERFORMANCE CRITERIA
	system 2.5 Review and adjust starch performance throughout production run 2.6 Report process adjustments to eliminate problems according to enterprise procedures
3. Identify and rectify problems and faults	3.1 Identify and report problems in machine operation according to enterprise procedures 3.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 3.3 Verify repairs and adjustments as required prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.3 Clean and disengage all required parts of machinery used in printing process 4.4 Complete required production records and enterprise documentation

Foundation Skills

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

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures
Self-management	Identifies and follows all procedures for operation and maintenance of equipment, incorporating regulatory and enterprise requirements
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations

Planning and organising	• Determines priorities and sequences steps involved in clearly defined, familiar tasks
Problem solving	• Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
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 could include either:	• reel or • sheet.
Monitoring and adjusting must include either:	• reel stand • web control systems or • feeder and delivery systems • sheet pick-up and transport systems • transfer systems.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF342 Produce complex sequenced or multiple folded product.

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 ICPCBF3420 Produce complex sequenced or multiple folded product

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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:

- complete two complex multiple folded jobs, using different sizes and weights of substrate.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- demonstrate use of computerised control, monitoring and data entry systems
- anticipate production difficulties and take preventive 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 and manufacturer specifications, and WHS requirements for:
 - setting up and operating machine transport and delivery systems
 - using and adjusting the folding machine
 - cleaning the machine
 - machine shutdown
- checks required when substrate is removed from the machine
- areas and parts of:
 - the in-line process to monitor to ensure product quality
 - the reel stand to monitor to ensure proper operation
 - the sheet-fed feeder to monitor to ensure proper operation
 - the machine to adjust if the sheet is creasing
 - the machine to clean regularly
 - causes of out-of-square folding and correction methods

- quality requirements inspected at sample run completion and in a completed folded job
- communication protocols if the:
 - job is out-of-square
 - ink is too wet for production
 - job does not coincide with the sample
- key tasks required for machine shutdown procedures
- requirements to prepare finished work for dispatch
- the materials to clean from the machine
- requirements to keep the machine clear of surface rust (condensation)
- production alterations needed to meet client requirements
- 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
- folding machinery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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