



Australian Government

ICPCBF3690 Set up and produce hand-made box

Release: 1

ICPCBF3690 Set up and produce hand-made box

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 and produce a hand-made box. It applies to the binding and finishing sector.

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. Determine dimensions and style of box	1.1 Communicate with client and identify job requirements 1.2 Determine dimensions of article to be contained 1.3 Select dimensions and style of box according to client requirements
2. Select materials	2.1 Select board weight, covering and lining materials 2.2 Determine grain direction as required
3. Prepare box	3.1 Cut board, cover material and lining to according to required size and work health and safety (WHS) requirements 3.2 Score board to required depth

ELEMENT	PERFORMANCE CRITERIA
	3.3 Fit lids as required, according to thickness of covering material 3.4 Assemble box according to job specifications
4. Attach covering material and lining	4.1 Cut corners according to job specifications 4.2 Fix covering material and lining
5. Press box	5.1 Prepare block for pressing 5.2 Apply pressure to box sections to press box
6. Decorate or furnish box if required	6.1 Apply decorating techniques as required according to job specifications 6.2 Attach furnishings 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
Numeracy	Selects from and uses a variety of mathematical and problem-solving strategies in a range of familiar contexts
Self-management	Implements actions according to instructions making slight adjustments if necessary
Teamwork	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 - Plans, identifies and assembles resources required to complete tasks

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.

Box assembly must include either:	Folding and scoring corners with straight folds at correct angles and securing with reinforcing
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	material as required or • Gluing and butt join with walls set at correct angles to base and making flush joints with adequate adhesion.
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Unit Mapping Information

Supersedes and is equivalent to ICPCBF369 Set up and produce hand-made box.

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 ICPCBF3690 Set up and produce hand-made box

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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:

- produce two boxes in different styles and materials, at least one of which must have a lid, according to manufacturer and job specifications and enterprise procedures.

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:
 - handling blades
 - handling and disposing waste
- the required board calliper for a specific box
- the maximum calliper for a folded box
- the procedure for making inconspicuous corner reinforcements
- selection criteria for the required covering material and style
- the required allowances in a book box
- techniques to reduce scuffing of a book cover in slip cases
- techniques to reduce corner bulk when using heavyweight board
- techniques used when cutting turn-ins for a rounded spine
- the reasons for covering the edge of a board before attaching the main covering
- the consequences of adhesives being either too thick or too thin
- the effect open time of an adhesive has on the covering process
- evaluation criteria for a finished box to ensure a clean finished job
- 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:

- materials used to produce a hand-made box.

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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