



Australian Government

ICPCBF369 Set up and produce hand-made box

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 1.0.

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, not the carton sector of the industry.

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 Options for style and cost are discussed with client 1.2 Dimensions of article to be contained are determined through measurement and/or job specifications 1.3 Final job specifications are determined and confirmed with client
2. Select materials	2.1 Board weight, covering and lining materials are selected according to job specifications 2.2 Grain direction is determined if relevant
3. Cut board, cover material and lining to size	3.1 Board, cover material and lining are cut to correct size 3.2 Board is scored to appropriate depth if necessary 3.3 Waste is removed if applicable 3.4 Lids are fitted, if necessary, to allow for the thickness of

ELEMENT	PERFORMANCE CRITERIA
	covering material
4. Assemble box	4.1 Box is assembled according to job specifications
5. Attach covering material and lining	5.1 Corners are cut correctly according to job specifications 5.2 Covering material and lining are fixed with adequate and smooth adhesion 5.3 Material is rubbed smoothly into corners of box
6. Press box if necessary	6.1 Block for pressing is made up as required 6.2 Even pressure is applied to box sections
7. Decorate or furnish box if required	7.1 Appropriate decorating techniques are used where relevant 7.2 Appropriate furnishings (clasps, hinges) are attached if required

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	1.2, 1.3, 2.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Oral Communication	1.1, 1.3	- Uses language and non-verbal features appropriate to audience, to exchange ideas and suggest options - Listens and asks questions to confirm or clarify requirements
Numeracy	1.2, 3.1, 3.2, 3.4, 5.1	Selects from and uses a variety of mathematical and problem-solving strategies in a range of familiar contexts
Interact with others	1.1, 1.3	Understands what to communicate, with whom and how, in routine work situations
Get the work done	1.2, 2.1, 2.2, 3.1, 3.4, 5.1-5.3, 6.1, 6.2, 7.1, 7.2	- 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
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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.

Box assembly MUST include EITHER:	- Folding and scoring corners with straight folds at correct angles and secured with reinforcing material if necessary OR - Gluing and butt join with walls set at correct angles to base and flush joints made with adequate adhesion.
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF369 Set up and produce hand-made box	ICPCF369C Set up and produce hand-made box	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 ICPCBF369 Set up and produce hand-made box

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Performance Evidence

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's and job specifications, enterprise procedures, listed performance criteria, and within the production timeframe.

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:

- identify work health and safety (factors for making boxes
- identify necessary board calliper for a box
- determine the maximum calliper for a folded box
- explain how to make inconspicuous corner reinforcements
- identify appropriate covering material and style
- determine style of box that is appropriate in line with client requirements
- list recommended allowances in a book box
- in slip cases, list techniques to reduce scuffing of a book cover
- determine how to reduce corner bulk when using heavyweight board
- list techniques used when cutting turn-ins for a rounded spine
- explain need to cover the edge of a board before attaching the main covering
- explain consequences of adhesives either too thick or too thin
- explain the effect open time of an adhesive has on the covering process
- list criteria used to evaluate a finished box and ensure a clean finished job.

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 facilities, equipment and materials used to produce a hand-made box.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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