



Australian Government

ICPCBF3950 Set up and operate folder gluer machine

Release: 1

ICPCBF3950 Set up and operate folder gluer machine

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 operate a folder gluer machine with minimum downtime and wastage.

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. Set up and adjust units	1.1 Identify job specifications 1.2 Confirm availability of all job components 1.3 Select adhesives according to substrate, application and machine requirements 1.4 Set folding guides and pressing plates 1.5 Prepare feeder, folding part, gluer, stacker, belts, vacuums and glue applicators 1.6 Carry out set-up of required machinery according to manufacturer specifications
2. Maintain production	2.1 Operate folder gluer machine according to work health and

ELEMENT	PERFORMANCE CRITERIA
	safety (WHS) requirements, manufacturer specifications and enterprise procedures 2.2 Monitor and verify performance using the process control system 2.3 Report process adjustments to eliminate problems according to enterprise procedures 2.4 Select a sample from the machine, check it meets required quality standards and adjust as required
3. Identify and rectify problems and faults	3.1 Identify and report problems in guillotining machine operation according to enterprise procedures 3.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 3.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 3.4 Verify repairs and adjustments 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 substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.3 Clean and disengage folder gluer machine according to manufacturer specifications and enterprise procedures

Foundation Skills

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

Skill	Description
Self-management	- Complies with enterprise procedures relevant to own role, particularly with respect to workplace safety and emergency procedures - Implements actions according to instructions, monitoring results and making adjustments if necessary
Planning and organising	Determines priorities and sequences steps involved in clearly defined, routine tasks

	Plans, identifies and assembles resources required to complete tasks
Problem solving	Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Supersedes and is equivalent to ICPCBF395 Set up and operate folder gluer machine.

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 ICPCBF3950 Set up and operate folder gluer machine

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

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:

- set up and operate a folder gluer machine for two different jobs.

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:
 - preparing the work area
 - setting up and operating the folder gluer machine
 - working with adhesives
 - cleaning and waste disposal
 - machine shutdown
- common faults associated with folder gluer machines, their causes, and corrective methods
- checks required prior to the production run
- types of adhesive used and their selection criteria
- circumstances requiring machine adjustments during production
- factors determining required machine operating speed
- procedures for using guide positions and the required checks
- signs indicating deviation from acceptable paper moisture levels
- areas of the machine requiring monitoring to ensure trouble-free operation and undamaged final product
- factors affecting glue drying rates and the function of drying units
- sample quality criteria and key items to check in sample run
- signs of defects in samples
- emergency procedures and locations of all shutdown buttons

- 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:

- folder gluer machine
- special purpose tools, equipment and materials.

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

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>