



Australian Government

Assessment Requirements for ICPCBF396 Set up in-line scoring, folding and gluing machine for envelope manufacture

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.

Performance Evidence

Evidence of the ability to:

- correctly set up machinery and produce scoring, folding and gumming that meets job specifications for envelope dimensions, envelope squareness, flap dimensions, throat size, gum position, gum level and gum evenness according to job specifications, 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:

- list common faults associated with folder gluer machines, the causes, and corrective measures
- explain correct set-up procedures to meet work health and safety requirements and enterprise requirements
- describe different types of adhesives used
- describe the process used to check quality.

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 an in-line scoring, folding and gluing machine used in the manufacture of envelopes.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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