



Australian Government

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

Release: 1

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

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

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 All details required for job are checked and confirmed against job specifications 1.2 Correct materials are checked and made available for the job 1.3 Adhesives appropriate for the substrate, application process, and machine are selected 1.4 Work area is made safe and ready for production according to safety requirements 1.5 Blades are sharp and fitted as necessary, with units calibrated according to job specifications 1.6 Settings are checked against job specifications before production is commenced 1.7 Adhesives are positioned correctly and applied evenly

ELEMENT	PERFORMANCE CRITERIA
2. Confirm quality of output	2.1 A sample from the machine is selected and checked to ensure it conforms to required quality standards 2.2 Adjustments are made when standards are not met 2.3 Each in-line process is monitored and minor adjustments made during production, as required 2.4 Samples are continuously monitored for defects, and removed where relevant 2.5 Efficiency, quality and output rate of the production run are monitored for problems, and any deficiencies resolved 2.6 Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards 2.7 Locations of all emergency shutdown buttons and triggers are known

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	1.1, 1.5, 1.6	Recognises and evaluates text to establish job requirements from information contained within relevant systems
Navigate the world of work	1.4, 2.1, 2.6, 2.7	Complies with legislative requirements and follows organisational policies and procedures relevant to own role, particularly with respect to workplace safety and emergency procedures
Get the work done	1.1-1.7, 2.1-2.6	- Takes responsibility for planning, organising and completing tasks according to organisational requirements - Plans, identifies and assembles resources required to complete tasks - Implements actions as per instructions, monitoring results and making adjustments if necessary - Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF396 Set up in-line scoring, folding and gluing machine for envelope manufacture	ICPCF396C Set up in-line scoring, folding and gluing machine for envelope manufacture	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 ICPCBF396 Set up in-line scoring, folding and gluing machine for envelope manufacture

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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

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