



Australian Government

ICPCBF425 Set up machine for complex flat-bed die cutting or embossing

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 adjust machinery to produce complex flat-bed die cutting or embossing.

It applies to individuals working in a printing environment, performing tasks specific to cartons and corrugating that involve set-up of machinery operations and conducting sample runs.

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. Prepare job	1.1 Job specifications are read and interpreted from job documentation or production control system 1.2 Set-up is planned and carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked
2. Prepare flat-bed die cutting or embossing devices	2.1 Appropriate cutting devices or dies are selected and secured to machine according to job specifications 2.2 Cutting devices or dies are registered and proofed according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.3 Cutting devices or dies are correctly mounted
3. Set up delivery systems	3.1 Delivery systems are set up and adjusted according to job specifications 3.2 Substrate is removed from process according to job specifications
4. Set up machine for complex flat-bed die cutting or embossing	4.1 Flat-bed cutting devices are set up and adjusted according to job specifications 4.2 Cutting pressures are set up and adjusted according to job specifications 4.3 Machine lays are set to correct position to register
5. Set up in-line units	5.1 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 5.2 Assistance is given in set-up of major in-line printing/converting/binding units
6. Conduct sample run	6.1 Material to be used for sample is organised correctly 6.2 Machine is set up and operated to produce a specified sample according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 6.3 Sample is visually inspected and/or tested, or laboratory testing is organised, according to enterprise procedures 6.4 Results are interpreted to determine adjustment requirements 6.5 Adjustments are carried out according to product and machine specifications

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, 2.1, 2.2, 4.1, 4.2, 5.1, 6.2, 6.3, 6.5	Recognises and interprets text to confirm work requirements from information contained in specifications, organisational procedures and control

		systems
Oral Communication	5.2	Participates effectively in spoken interactions to confirm or clarify understanding
Numeracy	1.1	Estimates, accurately measures and calculates quantities, including areas and volumes, using relevant routine formulae
Navigate the world of work	6.2, 6.3	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	6.2	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.3, 2.1-2.3, 3.1, 3.2, 4.1-4.3, 5.1, 6.1-6.5	- Determines priorities and sequences steps involved in clearly defined tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to complete complex 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.

Delivery systems MUST include EITHER:	- reel OR - sheet.
Setting up and adjusting MUST include EITHER:	- unwind and rewind reels - webbing procedures - web control system - splicing/joining reels OR - feeder and delivery system - sheet pick-up and transportation system - transfer and control system - folder and sheeter.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF425 Set up machine for complex flat-bed die cutting or embossing	ICPCF425C Set up machine for complex flat-bed die cutting or embossing	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 ICPCBF425 Set up machine for complex flat-bed die cutting or embossing

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Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the flat-bed die cutting or embossing machine
- correctly set up TWO jobs (using either flat-bed die cutting OR embossing machine) changing type and size of substrates and design of finished patterns according to manufacturer's specifications, job timeframes, enterprise procedures and health and safety requirements, and incorporating a sample run to inspect and amend output.

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:

Documentation and information

- identify the factors that must be considered when deciding on a cutting system
- identify the methods for registering and proofing the cutting devices

Mounting and installing flatbed devices

- explain what needs to be checked when the cutting devices are secured to the machine
- identify what criteria applies for determining the selection of particular cutting devices

Delivery systems

- describe areas of the delivery system to observe to maintain neat delivery of finished work
- describe areas of the delivery system to observe to prevent damage to finished product
- list ways the finished product can be secured for dispatch

For Reel System Only

- explain work health and safety (WHS) requirements for setting up reel transportation systems

- explain what adjustments to the unwind reel may be needed to suit various jobs
- identify important areas to consider during webbing procedures
- list and explain adjustments available to the web, and what to check when splicing/joining the web
- explain areas of the reel delivery system that may need adjustment according to job specifications
- explain when it would be necessary to adjust the:
 - sheeter during production
 - folder during production
 - rewind wheel during production
- list areas to check to ensure suitability of in-line processes

For Sheet System Only

- explain information concerning flat-bed die cutting or embossing found in the job documentation or production control system, and how this information is interpreted to ensure smooth workflow throughout the factory
- explain WHS requirements for setting up and/or operating sheet transport and delivery systems
- list important areas of the feeder unit set up
- explain adjustments to facilitate accurate sheet pick-up and transportation
- describe steps to ensure the delivery system operates effectively
- list common faults with the flat-bed cutting process

Setting up machines for complex flatbed die cutting or embossing

- explain WHS requirements for setting up cutting devices
- explain what to check when setting up, adjusting and operating flat-bed cutting devices
- explain how machine pressure and machine cutting depths are determined

In-line processes

- explain when it is necessary to adjust in-line units
- identify the largest/smallest size sheet that can be processed on this machine

Checking and adjustment

- identify details of the completed sample to check to ensure conformance with client requirements
- explain product testing procedures available and how often they should be used
- identify factors that indicate a need for replacement of knives/blades/cutting edges
- describe the process for storing cutting edges to guard against damage and deterioration
- identify machine manuals, safety and other documentation relevant to this task, where are they kept, and the information included in them.

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:

- flatbed die cut and embossing equipment
- special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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