



Australian Government

ICPCBF4260 Produce complex flat-bed die cut or embossed product

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 4.0.

Application

This unit describes the performance outcomes, skills and knowledge required to produce complex flat-bed die cutting or embossing.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product.

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. Maintain machine delivery system	1.1 Monitor and adjust delivery systems 1.2 Add substrate to and remove substrate from the process according to job specifications
2. Maintain complex flat-bed cutting process	2.1 Check and adjust knife condition and cutting pressures 2.2 Review and adjust registration of knives 2.3 Check and adjust packing of cutting devices 2.4 Monitor and adjust in-line processes
3. Maintain operation of production process	3.1 Use machine controls as required 3.2 Monitor and verify performance using the process control

ELEMENT	PERFORMANCE CRITERIA
	system 3.3 Conduct quality checks on a regular basis and adjust as required 3.4 Report process adjustments to eliminate problems according to enterprise procedures
4. Identify and rectify problems	4.1 Identify and report problems in cutting machine operation according to enterprise procedures 4.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 4.3 Verify repairs and adjustments as required prior to resumption of operations
5. Conduct shutdown of production process	5.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 5.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 5.3 Clean and disengage all required parts of machinery used in printing process according to manufacturer specifications and enterprise procedures 5.4 Sharpen cutting devices according to work health and safety (WHS) procedures 5.5 Complete required production records and enterprise documentation

Foundation Skills

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

Skill	Description
Writing	Enters routine data associated with production processes and enterprise procedures
Numeracy	Make estimations in relation to context
Self-management	- Identifies and follows explicit and implicit protocols and meets expectations associated with own role - Identifies and follows all procedures for cleaning and maintenance

	of equipment incorporating regulatory requirements and enterprise procedures
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

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 delivery system or - sheet delivery system.
Monitoring and adjusting must include either:	- reel stand, web control system, rewind reel and/or sheeting section or - feeder/sheet pick-up and transport system, transfer system and delivery system.

Unit Mapping Information

Supersedes and is equivalent to ICPCBF426 Produce complex flat-bed die cut or embossed product.

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 ICPCBF4260 Produce complex flat-bed die cut or embossed product

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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:

- produce two complex products, including in-line processes, using either the flat-bed die cutting or embossing machine, with different substrates, sizes and patterns

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- demonstrate all safety devices on either the flat-bed die cutting or embossing machine
- demonstrate use of computerised control, monitoring and data entry systems.
- anticipate production difficulties and take preventive action to prevent occurrence.

Knowledge Evidence

elements, performance criteria and foundation skills of this unit, including knowledge of:

- enterprise and manufacturer procedures, and WHS risks and requirements for:
 - setting up and operating machine transport systems
 - maintaining the cutting process, including machine troubleshooting
 - handling and replacing blades
 - machine shutdown
 - handling and disposing waste
- areas of the:
 - reel stand requiring continuous observation to ensure trouble-free operation
 - web control system to adjust to maintain web tension and positioning
 - delivery system requiring continuous observation to maintain quality and prevent damage to finished product
 - sheet-fed feeder requiring continuous observation to ensure trouble-free operation

- sheet pick-up system to adjust to ensure continuous sheet handling
- indicators that require replacement of a knife
- the ways registration can be guaranteed
- common production difficulties during production runs
- designated enterprise personnel to contact regarding machine faults
- the checks to make when:
 - removing substrate from the machine
 - packing cutting devices and adjusting cutting pressure
 - adjusting dull cutting edges on equipment
 - adjusting the depth of embossing
 - correcting out-of-square results
 - removing waste from the machine and surrounding area for disposal or recycling
 - shutting down and disengaging the machine
 - cutting devices or knives are cleaned or replaced ready for next run
 - cleaning areas of the machine at the end of the run
- production records to keep, and the information to include
- the quality requirements to consider in a completed cutting job
- regulatory requirements for waste disposal
- steps taken to ensure important features of the production control system are followed
- 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:

- special purpose tools, equipment and materials
- the flat-bed die cutting or embossing machine.

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

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