



Australian Government

Assessment Requirements for ICPCBF465 Set up and produce hand-bound book

Release: 2

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Modification History

Release	Comments
Release 2	This version released with ICP Printing and Graphic Arts Training Package Version 2.0. Version created to fix typographical error
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 and produce at least THREE hand-bound books within the accepted production timeframe, according to job specifications and enterprise procedures; use a range of substrates and pulling down and section sewing on the multi-section books (minimum of ten sections).

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:

Work health and safety (WHS)

- explain WHS concerns relating to hand binding

Adhesive binding/tipping

- explain 'viscosity'
- explain the role of grain direction in relation to the tipping operation
- identify recommended tipping width for endpapers and the recommended adhesive to use in tipping

Numbering

- explain what needs to be checked when the numbering machine is:

- set for duplicate/triplicate numbering
- re-inked
- explain how a given number is set on the machine

Indexing

- list different types of indices and ways to reinforce an index
- explain how an index is evenly and correctly spaced down the sheet

Adhesive binding/padding

- identify adhesives not recommended for padding, and explain why some of these adhesives are not suitable
- explain the terms 'pH', 'viscosity', 'open time', 'tack', 'specific adhesion', 'molecular adhesion' and 'mechanical adhesion'
- list techniques to ensure permanent adhesion of the padded sheets
- name ways the padding operation can be accelerated

Sewing

- identify different methods of hand sewing
- describe important considerations to be addressed when setting up for sewing
- describe the importance of using a sewing frame
- identify the 'cord' (calliper) thread suitable for sewing 8pp sections
- describe checks to make when sewing thread is joined during the sewing operation
- identify checks to make when the sewing operation is finished off
- describe the result of sewing being too loose/too tight

Book forwarding

- describe the important result to achieve when gluing the book spine, and what occurs if the spine glue is too thick/too thin
- explain how to recognise a correct round in a book spine
- outline problems likely if too much round is applied to the spine
- outline problems likely if insufficient round is applied to the spine
- name different spine linings and reasons for spine linings
- describe special techniques applied to 2-on 2-off spine linings
- explain the important considerations to be given to spine linings
- identify the correct direction of the grain in spine linings
- describe the result if the grain direction in the spine lining is incorrect
- describe how to recognise a good corner
- identify the recommended turn-in
- identify steps to ensure a clean job
- describe how to 'trim-out' a case
- explain the correct board calliper on a book
- identify the micron board recommended on a book 5mm thick
- explain what to monitor when casing-in a book

Blocking

- explain which procedures ensure a good blocking result
- describe the checks to do when positioning type on a book spine, and when positioning type on the front of a book
- explain 'blind blocking'

Hand finishing

- name methods of hand finishing a book cover
- explain criteria used to ensure an appropriate typeface is selected
- explain criteria used to ensure the design chosen corresponds with the era of the book
- explain what considerations to give to hand finishing a book
- describe the result of uneven impressions

Information sources

- identify manuals and safety documentation relevant to this task, where they are 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:

- special purpose tools, equipment, materials
- industry software packages.

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 guides are found in VETNet -

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