



Australian Government

ICPPRN2860 Finish a digital product

Release: 1

ICPPRN2860 Finish a digital product

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 skills and knowledge required to finish a digital print product. This could include trimming, folding, padding, stapling, comb and wire binding.

It applies to individuals who generally work under direct supervision, converting and finishing off digitally printed products in a digital environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Printing

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 for job	1.1 Read and interpret job specifications from job documentation and production control system 1.2 Identify and undertake machine requirements for set-up 1.3 Check and record availability of all job related materials
2. Produce test copy	2.1 Identify and organise materials to be used for the job 2.2 Set up and operate equipment to produce a specified sample according to work health and safety (WHS) requirements, enterprise procedures and manufacturer specifications 2.3 Inspect and test sample to confirm it meets job specifications and enterprise standards 2.4 Interpret results to determine adjustment requirements

ELEMENT	PERFORMANCE CRITERIA
	2.5 Carry out adjustments according to product and equipment specifications
3. Maintain production process	3.1 Monitor and verify performance using the process control system according to enterprise procedures 3.2 Identify and report faulty performance of equipment according to enterprise procedures 3.3 Carry out adjustments and corrections according to specified procedures and within scope of own role
4. Conduct shutdown of production process	4.1 Clean and disengage machinery and equipment ready for next run 4.2 Remove substrate waste from operating area and recycle and dispose of, where required, according to regulatory requirements and enterprise procedures 4.3 Complete production records and other documentation according to enterprise procedures

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	Completes workplace forms accurately
Oral Communication	Participates effectively in spoken interactions by using strategies to confirm and clarify understanding
Self-management	- Identifies and follows explicit and implicit protocols and meets expectations associated with own role - Complies with WHS requirements and regulatory procedures and follows organisational procedures relevant to own role
Teamwork	Seeks to cooperate with others to achieve results in immediate work context
Planning and organising	With assistance, determines priorities and sequences steps involved in clearly defined, familiar tasks and identifies and assembles required resources
Problem solving	Responds to predictable problems and implements standard or logical solutions related to own role in immediate work environment

Technology	• Reads data from electronic monitoring and control systems
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Unit Mapping Information

Supersedes and is equivalent to ICPPRN286 Finish a digital 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 ICPPRN2860 Finish a digital 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:

- set up equipment and produce two bound and/or finished, digitally printed products (for each type of binding and/or finishing), according to manufacturer and job specifications and enterprise procedures including:
 - setting up and using binding and finishing equipment to produce finished, digitally printed products according to job specifications and within production timeframe
 - finding and using information relevant to the task from a variety of information sources
 - demonstrating all safety devices on the machine
 - finishing a digital product using two different types of binding and/or finishing.

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.
- anticipate production difficulties and take preventive action to prevent occurrence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- manufacturer specifications, enterprise procedures, and work health and safety (WHS) requirements for:
 - setting up and operating machinery and equipment
 - conducting the finishing process
 - cleaning, waste disposal and sorting
- information on binding in the job documentation or production control system
- situations where a machine requires adjustment

- factors that determine the binding technique for a job
- the advantages and disadvantages of wire and comb binding
- the advantages and disadvantages of saddle and side stitching
- problems that may occur when folding a digitally printed job
- the effect heat may have on a digitally printed product
- the required cutting sequence and lay edges when trimming a job
- grain direction and its effects on finishing processes
- different types of finishing adhesives and their applications
- problems arising from improper cleaning and maintenance of equipment
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- special purpose tools, and materials
- industry software packages
- trimmers
- small guillotines
- electronic staple machines
- wire binding units.

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

Links

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