



Australian Government

ICPPRN286 Finish a digital product

Release: 1

ICPPRN286 Finish a digital product

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 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 Job specifications are read and interpreted from job documentation or production control system 1.2 Set up is carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related materials is checked and recorded
2. Produce test copy	2.1 Materials to be used for the job are identified and organised correctly 2.2 Equipment is set up and operated to produce a specified sample according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 2.3 Sample is inspected and/or tested to ensure it meets job

ELEMENT	PERFORMANCE CRITERIA
	specifications and enterprise standards 2.4 Results are interpreted to determine adjustment requirements 2.5 Adjustments are carried out according to product and equipment specifications
3. Maintain finishing process	3.1 Finishing is maintained according to WHS requirements, manufacturer's specifications and enterprise procedures 3.2 Performance is monitored and verified using the process control system according to enterprise procedures 3.3 Finishing difficulties are anticipated and action is taken to prevent occurrence by timely intervention 3.4 Process adjustments to eliminate problems are reported according to enterprise procedures 3.5 Faulty performance of equipment is identified and reported according to enterprise procedures 3.6 Waste is sorted according to enterprise procedures 3.7 Production records or other documentation are accurately completed where required by enterprise procedures
4. Identify and rectify problems and faults	4.1 Problems with finishing equipment are identified and reported according to enterprise procedures 4.2 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 4.3 Finishing equipment operation is checked to ensure correct operation

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, 2.2, 2.3, 2.5, 3.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	1.3, 3.7, 4.1	Completes workplace forms accurately

Oral Communication	1.1, 2.2, 2.3, 2.5, 3.4, 3.5, 4.1	Participates effectively in spoken interactions by using strategies to confirm, clarify or repair understanding
Navigate the world of work	1.1, 1.2, 2.1-2.3, 2.5, 3.1, 3.2, 3.4-3.7, 4.1-4.3	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Complies with WHS, legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	1.1, 2.2, 2.3, 2.5, 3.4, 3.5, 4.1	Seeks to cooperate with others to achieve results in immediate work context
Get the work done	1.2, 1.3, 2.1-2.5, 3.1-3.6, 4.1-4.3	- With assistance, determines priorities and sequences steps involved in clearly defined, familiar tasks and identifies and assembles required resources - Responds to predictable problems and implements standard or logical solutions related to own role in immediate work environment - Reads data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN286 Finish a digital product	ICPPR286A Finish a digital product	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 ICPPRN286 Finish a digital product

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Performance Evidence

Evidence of the ability to:

- correctly set up and use binding and finishing equipment to produce finished, digitally printed products according to job specifications and within production timeframe
- find and use information relevant to the task from a variety of information sources
- demonstrate all safety devices on the machine
- finish a digital product using TWO different types of binding and/or finishing
- set up equipment and produce TWO bound and/or finished, digitally printed products (for each type of binding and/or finishing), according to manufacturer's and job specifications and enterprise procedures.

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:

- describe work health and safety (WHS) factors to be addressed when adjusting machinery
- name safety measures for setting up and operating finishing equipment
- outline information about binding found in the job documentation or production control system
- describe circumstances in which a machine needs to be adjusted
- list factors that determine the correct binding technique for a job
- discuss advantages and disadvantages of wire and comb binding
- describe advantages and disadvantages of saddle and side stitching
- nominate problems that may occur when folding a digitally printed job
- describe effect heat may have on a digitally printed product
- demonstrate correct cutting sequence and lay edges when trimming a job
- identify grain direction and the effects of grain direction on finishing processes

- discuss different types of finishing adhesives and their applications
- list likely problems if equipment is not properly cleaned and maintained

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 printing field of work and include access to:

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

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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