



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF2108C Produce basic folded and glued cartons

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce basic folded and glued cartons.
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Application of the Unit

Application of the unit	This unit requires the individual to produce basic folded and to glued cartons and correctly shut down machinery when the job is completed.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain operation of carton blank system	1.1. Feeder is monitored and adjusted to ensure continuous and efficient feeding to machine 1.2. Carton blank pick-up and transport system is monitored and adjusted to ensure accurate and continuous carton blank handling and efficient operation 1.3. Transfer systems are monitored and adjusted to ensure correct and continuous carton blank handling and efficient operation 1.4. Delivery is monitored and adjusted to ensure quality and efficient product delivery
2. Maintain basic gluing and continuous folding process	2.1. Registration and squareness of fold are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 2.2. Registration of gluing is monitored and adjusted to ensure quality of product meets the standard of approved sample 2.3. Adhesion is monitored and adjusted to ensure quality meets the standard of approved sample
3. Maintain production process	3.1. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.2. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 3.3. Performance is monitored and verified using the process control system according to enterprise procedures 3.4. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.5. Process adjustments to eliminate problems are reported according to enterprise procedures 3.6. Faulty performance of equipment is identified and reported according to enterprise procedures 3.7. Waste is sorted according to procedures
4. Identify and rectify minor problems	4.1. Problems in folding operation are identified and reported according to enterprise procedures 4.2. Adjustments or corrections are carried out according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	4.3. Folding is checked to ensure correct operation 4.4. Problems in gluing unit are identified and reported according to enterprise requirements 4.5. Adjustments or corrections are carried out according to enterprise procedures and consistent with operator's skill level 4.6. Gluing unit operation is checked to ensure correct operation
5. Conduct shutdown of production process	5.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 5.3. Glue system is washed up ready for next run and liquid waste is disposed of according to regulatory requirements and enterprise procedures 5.4. Waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 5.5. Machine faults requiring repair are identified and reported to designated person, according to enterprise procedures 5.6. Repair/adjustment is verified prior to resumption of operations 5.7. Production records or other documentation are accurately completed where required by enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication by checking and confirming all details required for the job against job specifications or production control system
- problem solving by interpreting results from gathered information or evidence and making adjustments to equipment
- planning and organising by preparing the job before setting up the sewing machine planning the job to meet the required timeframe
- teamwork by maintaining the production process in association with others
- use of technology by using carton folding and gluing machines

Required knowledge

- OHS factors that must be considered when setting and/or operating machine delivery systems
- areas of the sheet-fed feeder that should be monitored to ensure trouble-free operation
- checked to be undertaken when substrate is removed from the machine
- OHS factors that must be considered when using the folder/gluer machine
- areas to continually observe to ensure the smooth trouble-free operation of the machine
- adjusting the glue application
- OHS factors that must be considered when adjusting/correcting the machine
- causes of out-of-square folding and how each may be corrected
- segments of quality assurance that would be inspected at the completion of the sample run
- communication action that should be instigated if the job is out-of-square
- communication action that should be instigated if ink is too wet for production
- communication action that should be instigated if the job does not coincide with the sample
- part(s) of the machine that should be adjusted if carton blanks are creasing
- factors that cause poor glue adhesion on cartons
- OHS factors that must be considered when cleaning the machine
- important that tasks must be performed to correctly shut down the machine
- preparing the finished work for dispatch
- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine
- keeping the machine clear of surface rust (condensation)
- quality aspects that should be considered in a completed folded job
- altering production to meet client requirements

REQUIRED SKILLS AND KNOWLEDGE

- machine manuals and safety documentation that are relevant to this task and where they are kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- produce a range of simple straight line folded and glued cartons on one of the following machines: a Royal 40, a Bobst Media or a Bobst Domino
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- produce at least FOUR simple straight line folded and glued cartons of different sizes and weights according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- for example a Royal 40, a Bobst Media or a Bobst Domino.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Machines</i> may include:	a Royal 40, a Bobst Media, a Bobst Domino.
<i>Product</i> any include:	straight line folded and glued cartons of different sizes and weights.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Converting, Binding and Finishing
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Co-requisite units

Co-requisite units		