



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF221C Set up and produce basic guillotined product

Revision Number: 1

ICPCF221C Set up and produce basic guillotined product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to perform basic manual guillotining.
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Application of the Unit

Application of the unit	This unit requires the individual to produce basic guillotined product. Knife installation is part of ICPCF321C Set up and produce complex guillotined product.
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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. Prepare 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 components is checked 1.4. Grip and lay edges of sheet are identified
2. Check knife sharpness	2.1. Knives are checked for appropriate sharpness 2.2. Dull knives are reported and arrangements made for them to be changed 2.3. Cutting sticks are replaced when necessary
3. Set up machine for basic guillotining	3.1. Guillotine is manually set up and adjusted according to job specifications 3.2. Clamping pressures are set up and adjusted according to job specifications
4. Conduct simple cut process	4.1. Material to be used for sample is organised correctly 4.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures
5. Organise sample inspection and/or testing	5.1. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 5.2. Results are interpreted to determine adjustment requirements 5.3. Adjustment changes are carried out according to product and machine specifications
6. Maintain basic guillotining process	6.1. Knife and cutting stick condition is monitored and adjusted to ensure the quality of product meets the standard of the approved sample 6.2. Cutting pressures are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 6.3. Registration of knives is monitored and adjusted to ensure quality of product meets the standard of the approved sample of the approved sample
7. Maintain production process	7.1. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 7.2. Production is maintained according to OHS

ELEMENT	PERFORMANCE CRITERIA
	requirements, manufacturer's specifications and enterprise procedures 7.3. Manual and/or automatic control is used according to job specifications 7.4. Performance is monitored and verified using the process control system according to enterprise procedures 7.5. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 7.6. Process adjustments to eliminate problems are reported according to enterprise procedures 7.7. Faulty performance of equipment is identified and reported according to enterprise procedures 7.8. Waste is sorted according to enterprise procedures
8. Identify and rectify problems and faults	8.1. Problems in guillotining machine operation are identified and reported according to enterprise procedures 8.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 8.3. Guillotining machine operation is checked to ensure correct operation
9. Conduct shutdown of production process	9.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 9.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 9.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 9.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 9.5. Repair/adjustment is verified prior to resumption of operations
10. Clean guillotining machine at end of run	10.1. Knives are replaced and cleaned ready for next run 10.2. Machine bed is cleaned ready for next run 10.3. Cutting units are disengaged and cleaned ready for next run

ELEMENT	PERFORMANCE CRITERIA
	10.4. 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 accurately completing production records according to enterprise procedures
- problem solving by identifying and reporting faults in machine operation according to enterprise procedures
- planning and organising by setting up the machine in minimum time with minimal wastage
- teamwork by maintaining the production process in association with others and organising a sample inspection
- use of technology by setting up a machine for basic cutting

Required knowledge

- information concerning cutting that should be found in the job documentation or production control system
- OHS factors that must be considered when handling knife blades during the knife change operation?
- factors that indicate a new blade is needed
- problems arising from using a dull blade continuously
- identifying a sharp knife from a dull knife
- need to replace a cutting stick
- OHS factors that must be considered when setting up and operating the machine
- factors that should be considered when setting up a guillotine for cutting
- choosing correct clamping pressure for a given job
- OHS factors that must be considered when checking and adjusting the machine
- aspects of the cutting that result should be checked against the sample
- steps that should be taken if the cutting result does not coincide with the sample
- OHS factors that must be considered when maintaining the production process
- reporting procedures that should be followed if the machine malfunctions
- treat/dispose of guillotine waste
- part of the guillotine that should be checked if, after a cut, the top sheets are out-of-square?
- part of the guillotine that should be checked if, after a cut, the top sheets are creasing across the cut line?
- the need for machine lubrication
- information about correct types and methods of lubrication
- OHS factors that must be considered when shutting down or cleaning a machine
- special operations that are essential when shutting down the machine
- quality aspects that should be considered in a completed cutting job

REQUIRED SKILLS AND KNOWLEDGE

- machine manuals, safety and other documentation that are relevant to this task and where they are kept
- documentation 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:

- correctly produce basic guillotined product according to job specifications and within the production timeframe
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- demonstrate all safety devices on the machine
- set up (not including knife change) and produce TWO basic guillotined products (if possible one large sheet and one small sheet) according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.

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.

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, for example:

- ICPSU202C Prepare, load and unload product on and off machine
- ICPSU207C Prepare machine for operation (basic)
- ICPSU208C Operate and monitor machines (basic).

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>Cutting process</i> may include:	single knife, manual guillotines
<i>Cutting units</i> may include:	range of semi-automated, hand feed or delivery, low volume/speed guillotines
<i>Cutting sequence</i> may include:	simple cutting sequence
<i>Substrates</i> may include:	- range of substrates in categories of: - paper - paperboard - corrugated board - plastics.
<i>Substrate handling</i> may include:	large or small sheet handling systems

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		

Co-requisite units		