



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF224C Produce cut (trimmed) product

Revision Number: 1

ICPCF224C Produce cut (trimmed) product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce a knife trimmed product using a single or multiple knife trimmer or spine trimmer.
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Application of the Unit

Application of the unit	This unit requires the individual to produce a trimmed product, maintain the production process, monitor machinery for faults and problems, and rectify minor problems according to enterprise procedures.
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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 transportation system	1.1. Feeder is monitored and adjusted to ensure continuous and efficient feeding to the machine 1.2. Section pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet/section/book handling and efficient operation 1.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4. Substrate is added to the process according to job specifications
2. Maintain section delivery system	2.1. Delivery is monitored and adjusted to ensure quality and efficient product delivery
3. Maintain cutting (trimming) process	3.1. Knife condition is monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.2. Cutting pressures are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.3. Registration of knife(s) is monitored and adjusted to ensure quality of product meets the standard of the approved sample
4. Maintain production process	4.1. In-line printing/converting/binding/finishing processes are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 4.2. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 4.3. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 4.4. Manual and/or automatic control is used according to job specifications 4.5. Performance is monitored and verified using the process control system according to enterprise procedures 4.6. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 4.7. Process adjustments to eliminate problems are

ELEMENT	PERFORMANCE CRITERIA
	reported according to enterprise procedures 4.8. Faulty performance of equipment is identified and reported according to enterprise procedures 4.9. Waste is sorted according to enterprise procedures
5. Identify and rectify problems and faults	5.1. Problems in cutting (trimming) machine operation are identified and reported according to enterprise procedures 5.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 5.3. Cutting (trimming) machine operation is checked to ensure correct operation 5.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.5. Repair/adjustment is verified prior to resumption of operations
6. Conduct shutdown of production process	6.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 6.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 6.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
7. Clean machine	7.1. Knife(s), cutting sticks and machine bed are cleaned ready for next run 7.2. Cutting machine is disengaged and cleaned ready for next run 7.3. In-line printing/converting/binding/finishing units are cleaned ready for next run 7.4. Section feed, transport and delivery systems are disengaged and cleaned ready for next run 7.5. 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

- OHS in relation to operating machinery
- communication skills to read job specifications and to complete workplace documentation
- planning and organising when shutting down equipment
- teamwork by maintaining operations with fellow workers
- using technology to set up and maintain machinery
- problem solving to identify and rectify problems

Required knowledge

- OHS factors that should be considered in the transport and delivery areas of the machine
- procedures that will ensure smooth transport of sections through the machine
- steps that can be taken to ensure smooth delivery of the sections
- OHS factors that should be considered while the trimming process is operational
- waste (offcut) removal from the work area
- procedures that will ensure that the machine can be kept running without interruption
- adjustments to be made if the cover is marked (scuffed)
- in-line processes associated with the machine.
- OHS factors that must be considered when conducting machine shutdown, maintenance and cleaning procedures
- checks to be made when waste is removed from the machine and surrounding area for disposal or recycling
- checks to be made during the machine shutdown procedure
- machine cleaning at the end of the run
- quality aspects that should be considered in a completed cutting job
- machine manuals, safety and other documentation that are relevant to this task and where they are kept
- 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 accurately trimmed products within required production schedule timeframes
- 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
- use a three-knife trimming unit to complete THREE jobs of various types, sizes and thicknesses of substrate according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria
- demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.

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:

- ICPCF221C Set up and produce basic guillotined product
- ICPCF235C Set up machine for basic rotary cutting
- ICPSU202C Prepare, load and unload product on and off machine

EVIDENCE GUIDE

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| | <ul style="list-style-type: none"> • ICPSU208C Operate and monitor machines (basic). |
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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>Substrate types</i> may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, or metal • large or small book handling systems.
<i>Cutting process</i> may include:	• single or multiple knife • manual or programmable 3- or 5-knife trimmers • spine trimmers.
<i>Cutting units</i> may include:	• range of semi-automated, automated or computerised 3-knife trimmers and spine trimmers.

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		