



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF225C Set up machine for basic flat-bed die cutting or embossing

Revision Number: 1

ICPCF225C Set up machine for basic flat-bed die cutting or embossing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up a machine for basic flat-bed die cutting or embossing.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a machine for basic flat-bed die cutting or embossing.
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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
2. Prepare cutting or embossing devices	2.1. Appropriate cutting devices or dies are selected and secured to machine according to job specifications 2.2. Cutting devices or dies are registered and proofed according to job specifications 2.3. Cutting devices or dies are correctly mounted
3. Set up reel transportation system (OR Element 4)	3.1. Unwind reel is set up and adjusted according to job specifications 3.2. Webbing procedures are carried out according to job specifications 3.3. Web control system is set up and adjusted according to job specifications 3.4. Reels are spliced/joined according to job specifications 3.5. Folder and sheeter are set up and adjusted according to job specifications
4. Set up sheet transportation system (OR Element 3)	4.1. Feeder and delivery systems are set up and adjusted according to job specifications 4.2. Sheet pick-up and transportation system is set up and adjusted according to job specifications 4.3. Transfer systems are set up and adjusted according to job specifications 4.4. Substrate is added to and removed from the process according to job specifications 4.5. Sheet transfer and control system is set up and adjusted according to job specifications
5. Set up machine	5.1. Flat-bed cutting or embossing devices are set up and adjusted according to job specifications 5.2. Cutting/embossing pressures are set up and adjusted according to job specifications 5.3. Machine lays are set to correct position for registration
6. Set up in-line units for basic processes	6.1. Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications

ELEMENT	PERFORMANCE CRITERIA
	6.2. Assistance is given in set up of major in-line printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)
7. Conduct sample run	7.1. Material to be used for sample is organised correctly 7.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 7.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 7.4. Results are interpreted to determine adjustment requirements 7.5. Adjustment changes are carried out according to product and machine specifications

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 when reading and interpreting job specifications and completing workplace documentation
- planning by checking availability of all components and organising laboratory testing
- teamwork when giving assistance during the set up of major in-line printing/binding/converting units by maintaining operations with fellow workers
- using technology by adjusting the machine to facilitate accurate sheet pick-up and transportation
- problem solving by interpreting test results and adjusting the machine as required

Required knowledge

- information concerning die cutting or embossing would that you expect to find in the job documentation or production control system?
- checked needed when mounting cutting devices on a flat-bed
- checked needed when registering and proofing the cutting devices
- checked needed when securing the cutting devices to the machine
- criteria that determines the selection of particular cutting devices
- OHS concerns that are there when setting up reel transportation systems
- adjustments to the unwind reel that may be needed to suit various jobs
- important areas to be considered during webbing procedures
- OHS concerns that are there when setting up sheet transportation systems
- important areas to check during the feeder unit set up
- adjustments that can be made to the machine to facilitate accurate sheet pick-up and transportation
- important areas of the reel delivery system that may need to be adjusted according to job specifications
- steps that should be taken to ensure that the delivery system operates effectively
- OHS factors that must be considered when setting up and/or operating machine delivery systems
- areas of the delivery system that should be observed to prevent damage to the finished product
- ways in which the folded sheets can be secured for dispatch
- OHS factors that must be considered when setting up cutting devices
- checked needed when setting up, adjusting and operating flat-bed cutting devices
- machine pressure
- machine cutting depths

REQUIRED SKILLS AND KNOWLEDGE

- adjustments needed to in-line units
- areas that should be checked to ensure the suitability of in-line processes
- details of the completed sample that should be examined to ensure conformance with the client's requirements
- product testing procedures that are available and how often should they be used
- common faults that can occur with the flat-bed cutting process
- factors that indicate a need for the replacement of knives/blades/cutting edges
- cutting edges storing to guard against damage and deterioration
- 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:

- correctly set up a machine for basic flat-bed die cutting or embossing according to job specifications and within the production timeframe
- demonstrate all safety devices on the machine
- competency must be demonstrated on EITHER flat-bed die cutting OR embossing. For either process set up TWO jobs changing the type and size of substrates and design of finished patterns 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
- demonstrate an ability to find and use information relevant to the task from a variety of information sources.

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:

- ICPSU201C Prepare, load and unload reels and cores on and off machine
- ICPSU202C Prepare, load and unload product on and off machine

EVIDENCE GUIDE

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| | <ul style="list-style-type: none">• ICPSU207C Prepare machine for operation (basic)• ICPCF220C Produce basic converted or finished product. |
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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>Cutting process</i> may include:	- flat-bed die - forme cutting - embossing.
<i>Substrate handling</i> may include:	wide or narrow reel or large or small sheet handling systems.
<i>Flat-bed cutting units</i> may include:	a range of machines with dies or cutting formes and manual, semi-automated, fully automated or computerised process control.
<i>In-line processes</i> may include:	minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, date coding, slitting that do not in themselves constitute another defined unit of competency. Where a major in-line process is defined as a separate competency (eg flat-bed cutting, folding) it should be assessed as such.
<i>Shapes</i> may include:	simple or single shapes.
<i>Substrate types</i> may include:	range of substrates within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, or metal.

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		