



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening

Revision Number: 1

ICPCF261C Set up machine for basic adhesive, mechanical or thermal fastening

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 adhesive, mechanical or thermal fastening. Some equipment may also involve cutting, trimming, folding and/or gathering (collating) which may be assessed at the same time.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a machine for basic adhesive, mechanical or thermal fastening.
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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 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 components is checked
2. Set up reel system (OR Element 3)	2.1. Unwind and delivery reels are set up and adjusted according to job specifications 2.2. Webbing procedures are carried out according to job specifications 2.3. Web control system is set up and adjusted according to job specifications 2.4. Reels are spliced/joined according to job specifications
3. Set up sheet/section system (OR Element 2)	3.1. Feeder and delivery systems are set up and adjusted according to job specifications 3.2. Sheet/section pick-up and transportation system is set up and adjusted according to job specifications 3.3. Transfer systems are set up and adjusted according to job specifications 3.4. Substrate is removed from the process according to job specifications 3.5. Sheet/section transfer and control system is set up and adjusted according to job specifications
4. Set up equipment and in-line units	4.1. Fastening system is set up and adjusted according to job specifications 4.2. Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 4.3. 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)
5. Conduct sample run	5.1. Raw material to be used for sample is organised correctly 5.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 5.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 5.4. Results are interpreted to determine adjustment

ELEMENT	PERFORMANCE CRITERIA
	requirements 5.5. 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 organising a laboratory test if required and reading and interpreting job specifications
- planning and organising when conducting a sample run
- teamwork by giving assistance with setting up in-line units
- using technology by setting up and adjusting the fastening system according to job specifications
- problem-solving by interpreting sample results to determine adjustment requirements

Required knowledge

- information concerning binding requirements that would you expect to find in the job documentation or production control system
- information interpretation to ensure smooth workflow throughout the factory
- elements that must be considered when planning a binding sample
- OHS areas that must be addressed when setting up these areas of the machine
- webbing procedures commonly used in the transportation area
- areas to consider when setting up the web control system
- problem areas likely to be encountered when setting up the sheeter
- OHS factors that must be considered when setting up the delivery systems
- special delivery problems that are associated with adhesive machines
- overcoming these problems
- checks needed when using the delivery systems present on the various machines
- ways in which the completed work can be secured for dispatch
- OHS areas that must be addressed when setting up the machine
- OHS safeguards that are necessary with hot melt adhesives
- correct binding technique for a job
- the methods of adhesive metering present on the machine
- care that should be taken to ensure a neat and clean adhesive binding job
- parts of the wire stitcher that would need to be adjusted to process books of different thicknesses
- positioning of the wire stitches on the book
- the difference between a staple and a wire stitch
- determining the appropriate wire calliper for a particular job
- OHS factors that must be addressed when setting up these areas of the machine
- in-line units that are available for these binding processes

REQUIRED SKILLS AND KNOWLEDGE

- OHS factors that should be considered before readjusting the machine
- circumstances under which the machine would need to be adjusted
- quality aspects that should be considered in the completed binding job
- steps that should be taken to ensure that important features of the production control system are addressed
- machine manuals, safety and other documentation that are relevant to this task, 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:

- Correctly set up machine for basic fastening 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 machine on TWO occasions for adhesive OR mechanical OR thermal fastening, using different weights and sizes 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.
- Assessment off the job 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
- ICPSU207C Prepare machine for operation (basic)

EVIDENCE GUIDE

- ICPCF220C Produce basic converted or finished product.

Depending on the configuration of equipment and types of jobs, virtually any other converting, binding and finishing set up unit can be assessed at the same time.

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 handling</i> may include:	• wide or narrow reel or large or small sheet handling systems.
<i>Fastening processes</i> may include:	• adhesive fastening such as cold and hot melt gluing, taping • mechanical fastening such as riveting, string and wire stitching, and wire binding • thermal fastening such as high frequency and head welding.
<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>Fastening units</i> may include:	• a range of machines with manual, semi-automated, fully automated or computerised process control.
<i>Complexity</i> may include:	• basic refers to simple hand-fed or single-head adhesive and thermal machines, single-head mechanical machines.
<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		