



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF294C Set up profile cutting for envelope manufacture

Revision Number: 1

ICPCF294C Set up profile cutting for envelope manufacture

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to correctly set up profile cutting equipment.
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Application of the Unit

Application of the unit	This unit requires the individual to correctly set up profile cutting equipment.
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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. Set up profile cutting	1.1. All details required for the job are checked and confirmed against job specifications 1.2. The correct materials are checked and available for the job 1.3. Adhesives are appropriate for the substrate, the application process and the machine 1.4. Work area is made safe and ready for production according to safety requirements 1.5. Profile cutting unit including profile knives, and where appropriate, fly knives, is set up according to job specifications 1.6. Blades are checked for sharpness and fitted as necessary, with units calibrated according to job specifications 1.7. Settings are checked against job specifications before production is commenced 1.8. Machine is stepped to ensure the profile is in the correct position and paper tension is accurate 1.9. The envelope shape and size conforms to job specifications and cuts are clean and meet quality requirements
2. Confirm the quality	2.1. A sample from the machine is selected and checked to ensure it conforms to quality standards 2.2. Adjustments are made when the standards are not met 2.3. Samples are continuously monitored for defects and defects are removed 2.4. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved 2.5. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards 2.6. The locations of all emergency shutdown buttons and triggers are known

Required Skills and Knowledge

Required skills
• OHS in relation to operating machinery • communication skills when checking and confirming job specifications • planning and organising setting up the machine before producing a sample • teamwork when maintaining the production process by working in association with others • using technology such as profile cutting units during the manufacture of envelopes • problem solving when monitoring quality standards and making adjustments to machine settings
Required knowledge
• common faults associated with profile cutting, what causes them and how to correct them • enterprise documentation procedures • enterprise quality standards • enterprise faults procedures

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:

- set up profile cutting units for manufacturing the following types of envelope: banker, open-sided wallet, open-ended pocket and automatic filling, according to job specifications and within the production timeframe
- evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance in setting cutting profiles
- 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 both of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- access to profile cutting machinery used for cutting envelope profiles.

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>Job specifications</i> may include:	job sheets, batch processing orders, job specs.
<i>Stepped</i> may include:	inched, jogged, moved slowly through the process.

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		