



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPCF3100C Run and monitor in-line tube making machine for sack or bag manufacture**

**Release: 1**

## ICPCF3100C Run and monitor in-line tube making machine for sack or bag manufacture

### Modification History

Not applicable.

### Unit Descriptor

|                        |                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit descriptor</b> | This unit describes the performance outcomes, skills and knowledge required to run and monitor in-line tube making machines for the manufacture of sacks or bags. |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Application of the Unit

|                                |                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Application of the unit</b> | This unit requires the individual to run and monitor in-line tube making machines for the manufacture of sacks or bags. |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

|                           |                                                  |  |
|---------------------------|--------------------------------------------------|--|
| <b>Prerequisite units</b> | ICPCF298C Run and monitor sack and bag machines. |  |
|                           |                                                  |  |
|                           |                                                  |  |

### Employability Skills Information

|                             |                                          |
|-----------------------------|------------------------------------------|
| <b>Employability skills</b> | This unit contains employability skills. |
|-----------------------------|------------------------------------------|

## 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. |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Elements and Performance Criteria

| ELEMENT                      | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Monitor throughput        | 1.1. Machine is <b>stepped</b> to ensure the scores and folds are in the correct position and paper tension is correct<br>1.2. Guide positions are monitored and adjusted if necessary to ensure adhesive is applied evenly and in the correct position<br>1.3. Multi-walls adhere correctly and without creasing<br>1.4. Paper moisture is monitored and correct moisture levels are maintained<br>1.5. Perforation occurs to the right depth and in the correct place<br>1.6. Creasing units and folding units work in the correct location<br>1.7. Folds and guillotine cuts are correctly placed<br>1.8. Glues dry at correct rates for in-line processes<br>1.9. All units run at the speed required by enterprise quality standards |
| 2. Confirm quality of output | 2.1. A sample from the machine is selected and checked to ensure it conforms to the required quality standards<br>2.2. Adjustments are made when the standards are not met<br>2.3. Each in-line process is monitored and minor adjustments are made during production, if required<br>2.4. Samples are continuously monitored for defects and defects are removed<br>2.5. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved<br>2.6. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards                                                                                                                      |
| 3. Confirm quality of output | 3.1. Faults which affect the quality of the sacks or bags are identified and rectified<br>3.2. Problems that reduce the rate of output are identified and fixed<br>3.3. Faults that affect the efficient operation of equipment are identified and resolved                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## 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 such as safely switching off machinery before cleaning is started
- communication skills when checking and confirming all details required for the job against job specifications
- planning and organising by monitoring wastage, keeping it to a minimum and correctly disposing of it
- teamwork when maintaining the production process by working in association with others
- using technology by monitoring and running in-line tube making machines
- problem solving when selecting and checking a sample from the machine to ensure it conforms to the required quality standards

#### Required knowledge

- common faults associated with in-line tubing machines, what causes them and how to correct them
- enterprise documentation procedures
- enterprise quality standards
- enterprise faults procedures

## Evidence Guide

| <b>EVIDENCE GUIDE</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Overview of assessment</b>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>                                                                                                                    | <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>run and monitor in-line tube making machines for the manufacture of sacks or bags</li> <li>run and monitor in-line tube making machines for the manufacture of sacks or bags in the workplace</li> <li>evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.</li> </ul> |
| <b>Context of and specific resources for assessment</b>                                                                                                                                                                | <p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>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</li> <li>access to in-line scoring, folding, and gluing machinery used in the manufacture of sacks and bags.</li> </ul>                                                                     |
| <b>Method of assessment</b>                                                                                                                                                                                            | <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>                                                                                         |
| <b>Guidance information for assessment</b>                                                                                                                                                                             | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended                                                                                                                                                                                                                                                                                                                                   |

## Range Statement

| RANGE STATEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> |                                                                                                                                                                               |
| <b><i>Stepped</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• inched</li> <li>• jogged</li> <li>• moved slowly through the process.</li> </ul>                                                     |
| <b><i>Correct materials</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• glues</li> <li>• papers</li> <li>• coated and uncoated pre-printed.</li> </ul>                                                       |
| <b><i>Job specifications</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• job sheets</li> <li>• batch processing orders</li> <li>• job specs.</li> </ul>                                                       |
| <b><i>Substrate types</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films.</li> </ul> |

## Unit Sector(s)

|             |  |
|-------------|--|
| Unit sector |  |
|-------------|--|

## Competency field

|                  |                                   |
|------------------|-----------------------------------|
| Competency field | Converting, Binding and Finishing |
|------------------|-----------------------------------|

## Co-requisite units

|                    |  |  |
|--------------------|--|--|
| Co-requisite units |  |  |
|                    |  |  |
|                    |  |  |

