



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF3102C Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture

Release: 1

ICPCF3102C Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up in-line scoring, folding and gluing machines used in the manufacture of sacks or bags.
------------------------	--

Application of the Unit

Application of the unit	This unit requires the individual to set up in-line scoring, folding and gluing machines used in the manufacture of sacks or bags.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	ICPCF298C Run and monitor sack and bag machines.	

Employability Skills Information

Employability skills	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. Set up and adjust units	1.1. All details required for the job are checked and confirmed against job specifications 1.2. The correct materials and tools 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 safe and ready for production according to safety requirements 1.5. Blades are sharp and fitted as necessary and units are calibrated according to job specifications 1.6. Settings are checked against job specifications before production is commenced 1.7. Machine is stepped to ensure the scores and folds are in the correct position and paper tension is corrected/adjusted
2. Monitor throughput	2.1. Once settings are fixed the unit is run at the speed required to produce a quality product 2.2. Machine is monitored to ensure the scores and folds are in the correct position and paper tension is correct 2.3. Guide positions are monitored to ensure adhesive is applied evenly and in the correct position 2.4. Paper moisture is monitored and correct moisture levels are maintained 2.5. Folds and guillotine cuts are correctly placed 2.6. Glues dry at correct rates for substrate and adequate fibre tears are visible
3. Confirm quality of output	3.1. A sample from the machine is selected and checked to ensure it conforms to the required quality standards 3.2. Adjustments are made when the standards are not met 3.3. Each in-line process is monitored and minor adjustments are made during production, as necessary 3.4. Samples are continuously monitored for defects and defects are removed 3.5. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved 3.6. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards 3.7. The locations of all emergency shutdown buttons and triggers are known

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 ensuring that the work area is safe and ready for production according to safety requirements
- teamwork when maintaining the production process by working in association with others
- using technology by using an in-line scoring, folding and gluing machine
- problem solving by stepping the machine to ensure the scores and folds are in the correct position and paper tension is correct

Required knowledge

- common faults associated with in-line scoring, folding and gluing machines, 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 and monitor in-line scoring, folding and gluing machines used in the manufacture of sacks or bags according to job specifications and within the production timeframe
- set up and monitor in-line scoring, folding and gluing machines used in the manufacture of sacks or bags
- 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 in-line scoring, folding, and gluing machinery used in the manufacture of sacks and bags.

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>Correct materials</i> may include:	glues, papers, coated and uncoated, pre-printed.
<i>Substrate types</i> may include:	range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films.
<i>Stepped</i> may include:	inched, jogged, moved slowly through the process.

Unit Sector(s)

Unit sector	
-------------	--

Competency field

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

Co-requisite units

Co-requisite units		