



**Australian Government**

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

# **ICPCF3106C Set up machine for basic carton folding and gluing**

**Revision Number: 1**

## ICPCF3106C Set up machine for basic carton folding and gluing

### Modification History

Not applicable.

### Unit Descriptor

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| <b>Unit descriptor</b> | This unit describes the performance outcomes, skills and knowledge required to set up a machine for basic carton folding and gluing. |
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### Application of the Unit

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| <b>Application of the unit</b> | This unit requires the individual to set up a machine for basic carton folding and gluing. |
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
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### Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

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| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 1. Set up carton blank transportation system                       | <ul style="list-style-type: none"><li>1.1. Feeder is set up and adjusted according to job specifications</li><li>1.2. Carton blank pick-up and transportation system is set up and adjusted according to job specifications</li><li>1.3. Transfer systems are set up and adjusted according to job specifications</li></ul>                                                                                                                                                                                                      |
| 2. Set up carton delivery system                                   | <ul style="list-style-type: none"><li>2.1. Delivery is set up and adjusted according to job specifications</li><li>2.2. Substrate is removed from process according to job specifications</li></ul>                                                                                                                                                                                                                                                                                                                              |
| 3. Set up machine for basic folding and gluing (single/continuous) | <ul style="list-style-type: none"><li>3.1. <b>Folding</b> units are set up and adjusted according to job specifications</li><li>3.2. Folding rollers/belts/rails are set up and adjusted according to job specifications</li><li>3.3. Gluing system is set up and adjusted according to job specifications using either glue wheel or one glue head</li></ul>                                                                                                                                                                    |
| 4. Conduct sample run                                              | <ul style="list-style-type: none"><li>4.1. Material to be used for sample is organised correctly</li><li>4.2. <b>Machine</b> is set up and operated according to OHS requirements, manufacturer's specifications and enterprise procedures to produce a specified sample<br/>Slitters are monitored and adjusted according to job specifications</li><li>4.3. Sample is visually inspected and/or tested for accuracy of folds, fibre tear, opening force, fluff and glue placement according to enterprise procedures</li></ul> |
| 5. Readjust settings                                               | <ul style="list-style-type: none"><li>5.1. Results are interpreted to determine adjustment requirements</li><li>5.2. Adjustment changes are carried out according to product and machine specifications</li></ul>                                                                                                                                                                                                                                                                                                                |

## 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 reading and interpreting job requirements from job documentation or production control system
- planning and organising by setting up the carton blank transportation system before setting up for folding and gluing
- teamwork when maintaining the production process by working in association with others
- using technology by using carton folding and gluing machines
- problem solving by interpreting results to determine adjustment requirements

#### Required knowledge

- information concerning folding requirements that you would expect to find in the job documentation or production control system
- OHS factors that must be considered when setting up folder transportation and delivery systems
- areas of the sheet-fed transportation system that should be monitored to ensure trouble-free operation
- areas of the delivery system that should be observed to prevent damage to the finished product
- ways that folded sheets can be secured for dispatch
- OHS factors that must be considered when setting up and/or adjusting the folding unit
- causes of scratching/scuffing of substrate during transportation
- speed determination of the machine
- problems that can be expected if the machine is running too fast
- roller pressures checks for correctness
- adjustments made if the sheet is out-of-square
- possible reasons for the sheet being out-of-square
- adjustments made to ensure that the sheets are not smudging/"scuffing"
- adjustments made if the sheet will not leave the folding unit
- OHS factors that must be considered when adjusting the inkjet printer
- steps that should be taken to ensure correct alignment of the inkjet printer
- adjustments made to keep units correctly positioned
- OHS areas that must be addressed when setting up these areas of the machine
- OHS safeguards that are necessary with hot melt adhesives
- determining the correct binding technique for a job

**REQUIRED SKILLS AND KNOWLEDGE**

- methods of adhesive metering present on the machine
- care that should be taken to ensure a neat and clean adhesive binding job
- segments of quality assurance that would be inspected at the completion of the sample run
- communication action that should be instigated if the job is out-of-square
- communication action that should be instigated if ink is too wet for production
- communication action that should be instigated if the job does not conform to QA checking
- machine manuals and safety documentation that are relevant to this task and where they are kept and information that is included in these documents

## Evidence Guide

| <b>EVIDENCE GUIDE</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 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>• set up machine to produce a range of simple straight line folded and glued cartons as required in normal production on, for example, a Royal 40, a Bobst Media or a Bobst Domino</li> <li>• demonstrate an ability to find and use information relevant to the task from a variety of information sources</li> <li>• set up machine on at least FOUR occasions for basic straight line folding and gluing of cartons with different weights and sizes of carton board according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria</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 these. Off the job assessment must be undertaken in a closely simulated workplace environment</li> <li>• for example a Royal 40, a Bobst Media or a Bobst Domino.</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                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                |
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| 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. |                                                                                                |
| <b><i>Folding and gluing</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>straight-line folding and gluing of cartons.</li> </ul> |
| <b><i>Machines</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>a Royal 40, a Bobst Media, a Bobst Domino.</li> </ul>   |
| <b><i>Carton board</i></b> may include:                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>different weights and sizes of carton board.</li> </ul> |

## Unit Sector(s)

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| Unit sector |  |
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## Competency field

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| Competency field | Converting, Binding and Finishing |
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## Co-requisite units

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| Co-requisite units |  |  |
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