



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF312C Set cutting forme and strippers

Revision Number: 1

ICPCF312C Set cutting forme and strippers

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set cutting formes and strippers.
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Application of the Unit

Application of the unit	This unit requires the individual to set cutting formes and strippers, proofing the forme and maintaining both the cutting forme and strippers.
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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. Cut cutting forme wood	1.1. Bridge holes are accurately drilled 1.2. Saw cuts accurately match line drawing on cutting forme blank 1.3. Holes are reinforced and in register with fixing screws 1.4. Knives and creasers are cut and shaped accurately to suit cutting forme
2. Prepare knives, creasers and cutting forme rubbers	2.1. Knives and creasers are set accurately into place on cutting forme blank 2.2. Rubber is located on cutting forme to eject product and waste as required
3. Set stripping material	3.1. Stripping materials are attached securely and accurately to stripper backing material 3.2. Mounting strips are correctly fixed
4. Proof the cutting forme	4.1. Sample meets production order specifications 4.2. Cutting forme is adjusted or re-cut if required
5. Maintain cutting forme and stripper	5.1. Correct number is allocated to cutting formes/ strippers and recorded 5.2. Cutting forme machine is cleaned according to OHS and enterprise procedures 5.3. Problems are accurately described to supervisor/ maintenance department 5.4. Status of cutting formes/strippers is reported correctly and without delay to production

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 by recording the cutting forme/stripper identification number and reporting problems to supervisors or the maintenance department
- planning and organising by cleaning the cutting forme machine according to OHS and enterprise procedures
- teamwork when setting cutting formes and strippers in a workplace context
- using technology by using cutting formes and strippers
- problem solving by noting cutting forme making machine maintenance problems

Required knowledge

- checks made to correctly position bridge holes
- reinforcing bridge holes
- checks that can be performed to ensure that the saw cuts accurately match the line drawings
- checks made when cutting and shaping the knives and creasers
- OHS concerns that are there when setting knives
- factors that determine the amount of rubber attached to the forme
- factors that determine the positioning of the rubber on the forme
- important items to consider when setting the knives and creasers into position on the forme blank
- checks made when attaching stripping materials to stripper backing materials
- completing the attachment of stripper materials accurately
- purpose of the mounting strips
- areas that must be proofed to ensure that the cutting forme meets the production order specifications
- importance of allocating numbers to each forme
- method of recording the forme allocation numbers that is the accepted formula
- OHS factors that must be considered when cleaning the machine
- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine
- keeping the machine clear of surface rust (condensation)
- recommended cleaning agents
- method of recording and reporting machine maintenance problems
- indicators that show that the machine is in need of oiling/greasing
- conditions to be noted when noting/reporting the status of the cutting forme or

REQUIRED SKILLS AND KNOWLEDGE

stripper

- importance of monitoring the condition of the forme and stripper
- machine manuals, safety and other documentation that are relevant to this task and where they are kept and information that is included in these documents
- other sources of information that are available

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 setting the cutting formes and strippers 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
- prepare TWO cutting formes (ONE large ONE small) to accommodate TWO differing typically used substrates using all of the relevant processes according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.

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
- off the job assessment 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:

- ICPCF311C Prepare for cutting forme and stripper making.

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>Enterprise procedures</i> may include:	range of enterprise procedures within defined work area.
<i>Complexity of process</i> may include:	varied cutting formes according to manufacturer's differentiations.
<i>Quality processes and standards</i> may include:	should meet client requirements and enterprise and industry standards.

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		