



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF342C Produce complex sequenced or multiple folded product

Revision Number: 1

ICPCF342C Produce complex sequenced or multiple folded product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce complex folded product.
------------------------	--

Application of the Unit

Application of the unit	This unit requires the individual to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and correctly clean and shut down equipment.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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. Maintain reel transportation system (OR Element 2)	1.1. Reel stand is monitored and adjusted to ensure efficient continuous operation 1.2. Web control system is monitored and adjusted to ensure correct tension and accurate continuous positioning of the web for efficient operation 1.3. Substrate is added to the process according to job specifications
2. Maintain sheet transportation system (OR Element 1)	2.1. Feeder and delivery systems are monitored and adjusted to ensure continuous and efficient feeding to machine 2.2. Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 2.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 2.4. Substrate is added to the process according to job specifications
3. Maintain production process	3.1. Registration and squareness of fold are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.2. Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.3. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.4. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 3.5. Manual and/or automatic control is used according to job specifications 3.6. Performance is monitored and verified using the process control system according to enterprise procedures 3.7. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.8. Process adjustments to eliminate problems are reported according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	3.9. Faulty performance of equipment is identified and reported according to enterprise procedures 3.10. Waste is sorted according to enterprise procedures
4. Identify and rectify problems and faults	4.1. Problems in folding (sequenced/multiple) machine operation are identified and reported according to enterprise procedures 4.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 4.3. Folding (sequenced/multiple) machine operation is checked to ensure correct operation 4.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 4.5. Repair/adjustment is verified prior to resumption of operations
5. Conduct shutdown of production process	5.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 5.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
6. Clean folding (single/ continuous) machine at end of run	6.1. Folding units are disengaged and cleaned ready for next run 6.2. In-line printing/converting/binding/finishing units are cleaned ready for next run 6.3. Reel feed and transportation systems are disengaged and cleaned ready for next run 6.4. Production records or other documentation are accurately completed where required by enterprise procedures

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 monitoring and verifying performance using process control systems
- planning and organising when following the correct shutdown sequence
- teamwork when conducting the shutdown with fellow workers
- using technology when setting up the sheet delivery system on a sheet-fed machine
- problem solving by identifying problems and faults and developing solutions

Required knowledge

- OHS factors that must be considered when setting up and/or operating machine transport systems
- areas of the reel stand that should be monitored to ensure trouble-free operation
- OHS factors that must be considered when setting up and/or operating machine delivery systems
- areas of the sheet-fed feeder that should be monitored to ensure trouble-free operation
- checks to be made when substrate is removed from the machine
- OHS factors that must be considered when using the folding machine
- areas to continuously observe to ensure the smooth trouble-free operation of the machine?
- areas of the in-line process that should be monitored to assure the quality of the product
- OHS factors that must be considered when adjusting/correcting the machine
- causes of out-of-square folding and explain how each may be corrected
- segments of quality assurance that would be inspected at the completion of the sample run
- communication action that should be instigated if job is out-of-square
- communication action that should be instigated if the ink is too wet for production
- communication action that should be instigated if the job does not coincide with the sample
- part(s) of the machine that should be adjusted if the sheet is creasing
- OHS factors that must be considered when cleaning the machine
- important tasks that must be performed to correctly shut down the machine
- preparation of finished work for dispatch
- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine

REQUIRED SKILLS AND KNOWLEDGE

- keeping the machine clear of surface rust (condensation)
- quality aspects that should be considered in a completed folded job
- production areas that may have to be adjusted to meet client requirements
- 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

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:

- produce a complex single or continuous folded product that meets the job specifications, production timeframes and quality standards
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- produce TWO jobs (if possible using different sizes and weights of substrate) EITHER with a single fold to run continuously OR a single quire fold on a sheet gather/stitch/fold/trim machine OR an automatic web-fed machine to achieve a single fold, according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria
- demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.

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.

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>Substrate handling</i> may include:	• wide or narrow reel or large or small sheet handling systems.
<i>In-line processes</i> may include:	• minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, slitting that do not in themselves constitute another defined unit of competency. Where a major in-line process is defined as a separate competency (eg flat-bed cutting, folding) it should be assessed as such.
<i>Folding process</i> may include:	• single, parallel or continuous folding.
<i>Folding units</i> may include:	• a range of machines with manual, semi-automated, fully automated or computerised process control.
<i>Substrate types</i> may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, or metal.

Unit Sector(s)

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

Competency field

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

Co-requisite units

Co-requisite units		