



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening

Revision Number: 1

ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up a machine for complex adhesive, mechanical or sewn fastening. Some equipment may also involve cutting, trimming, folding and/or gathering (collating) which may be assessed at the same time.
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Application of the Unit

Application of the unit	This unit requires the individual to set up for complex adhesive, mechanical or sewn fastening.
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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. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or production control system 1.2. Set-up is planned and carried out correctly in minimum time with minimum wastage 1.3. Availability of all job related components is checked
2. Set up sheet/section system	2.1. Feeder and delivery systems are set up and adjusted according to job specifications 2.2. Sheet/section pick-up and transportation system is set up and adjusted according to job specifications 2.3. Transfer systems are set up and adjusted according to job specifications 2.4. Substrate is removed from the process according to job specifications 2.5. Sheet/section transfer and control system is set up and adjusted according to job specifications
3. Set up machine and in-line units	3.1. Fastening system is set up and adjusted according to job specifications 3.2. Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 3.3. Assistance is given in set up of major in-line printing/converting/binding units (NOTE: if entire set up is completed, refer to appropriate competency standards)
4. Conduct sample run	4.1. Material to be used for sample is organised correctly 4.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 4.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 4.4. Results are interpreted to determine adjustment requirements 4.5. Adjustment changes are carried out according to product and machine specifications

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 organising a laboratory test and reading and interpreting job specifications
- planning and organising when conducting a sample run
- teamwork when giving assistance with setting up in-line units
- using technology when setting up and adjusting the fastening system according to job specifications
- problem solving when interpreting sample results to determine adjustment requirements

Required knowledge

- information concerning binding requirements that would you expect to find in the job documentation or production control system
- interpretation of information to ensure smooth workflow throughout the factory
- elements that must be considered when planning a collated sample
- OHS concerns that are there when setting up transportation systems
- special delivery problems that are associated with adhesive machines
- overcoming these problems
- different section feeding systems
- monitoring the delivery systems present on the various machines
- ways in which the completed work can be secured for dispatch
- largest/smallest size sheet that can be processed on this machine
- ways that the machine can be adapted to facilitate smaller/larger stock
- OHS areas that must be addressed when setting up fastening equipment on the machine
- a jobs correct binding technique
- OHS safeguards that are necessary with hot melt adhesives
- methods of adhesive metering present on the machine
- care that should be taken to ensure a neat and clean adhesive binding job
- expectations if sewing is not in the right position
- parts of the wire stitcher that would need to be adjusted to process books of different thicknesses
- position of the wire stitches on the book
- difference between a staple and a wire stitch
- appropriate wire calliper for a particular job

REQUIRED SKILLS AND KNOWLEDGE

- largest/smallest size sheet that can be processed on each machine
- machines be adaption to facilitate smaller/larger stock
- OHS areas that must be addressed when setting up these areas of the machine
- in-line units that are available for these binding processes
- OHS factors that should be considered before readjusting the machine
- circumstances that the machine would need to be adjusted
- quality aspects that should be considered in the completed binding job
- steps that should be taken to ensure that important features of the production control system are addressed
- 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:

- correctly set up machines for complex adhesive, mechanical or section fastening 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
- demonstrate all safety devices on the machine
- competency must be demonstrated in any ONE of adhesive, thermal, mechanical or section sewing. For each process set up (including replacing adhesive, thread, wire) TWO complex jobs using different sizes and weights of substrate 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, for example:

- ICPCF220C Produce basic converted or finished product.

Depending on the configuration of equipment and types

EVIDENCE GUIDE

of jobs, virtually any other converting and finishing set up unit can be assessed at the same time.

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:	large or small sheet/section handling systems.
<i>Fastening processes</i> may include:	- adhesive fastening such as cold and hot melt gluing, taping of substrates of varied form, weight or shape, eg hard case making, casing in, spine lining, multiple head and complex pattern gluing - mechanical fastening such as wire stitching, loop stitching of substrates of varied form, weight or shape - section sewing.
<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, date coding, 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>Fastening units</i> may include:	a range of machines with manual, semi-automated, fully automated or computerised process control.
<i>Complexity</i> may include:	complex refers to use of automatic adhesive and thermal machines, multiple head mechanical machines, section sewers.
<i>Substrate types</i> may include:	range of substrates within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, or metal.

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		