



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF362C Produce complex adhesive, mechanical or sewn fastened product

Revision Number: 1

ICPCF362C Produce complex adhesive, mechanical or sewn fastened product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce complex adhesive, mechanical or sewn fastened product. 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 monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and correctly clean and shut down equipment.
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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. Maintain operation of sheet/section transportation system	1.1. Feeder is monitored and adjusted to ensure continuous and efficient feeding to machine 1.2. Sheet/section pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 1.3. Sheet/section transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4. Substrate is added to the process according to job specifications
2. Maintain operation of sheet/section delivery system	2.1. Delivery system is monitored and adjusted to ensure quality and efficient product delivery 2.2. Wire straightness, length, cut-off and clinching pressures are monitored and adjusted to ensure quality of product meets the standard of the approved sample 2.3. Adhesion is monitored and adjusted to ensure quality of product meets the standard of the approved sample 2.4. Thread tension and stitch quality are monitored and adjusted to ensure quality of product meets standard of the approved sample
3. Maintain production process	3.1. In-line printing/converting/binding/finishing processes are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 3.2. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.3. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 3.4. Manual and/or automatic control is used according to job specifications 3.5. Performance is monitored and verified using the process control system according to enterprise procedures 3.6. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.7. Waste is sorted according to enterprise procedures
4. Identify and rectify problems and faults	4.1. Problems in sewing fastening machine are identified and reported according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
	4.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 4.3. Sewing fastening machine operation is checked to ensure correct operation 4.4. Process adjustments to eliminate problems are reported according to enterprise procedures 4.5. Faulty performance of equipment is identified and reported according to enterprise procedures
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 5.4. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.5. Repair/adjustment is verified prior to resumption of operations
6. Clean adhesive/mechanical/sewing fastening machine at end of run	6.1. Sewing unit is disengaged and cleaned ready for next run 6.2. Mechanical fastening unit is disengaged and cleaned ready for next run 6.3. Glue system is washed up ready for next run and liquid waste is disposed of according to regulatory requirements and enterprise procedures 6.4. In-line printing/converting/binding/finishing units are cleaned ready for next run 6.5. Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run 6.6. 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 conducting a sample run
- teamwork when following the correct shutdown sequence
- using technology when adjusting machinery to improve performance
- problem solving when identifying problems and faults and developing solutions
- problem solving when interpreting sample results to determine adjustment requirements

Required knowledge

- OHS factors that must be considered when operating sheet-fed transportation and delivery systems
- areas of the sheet-fed feeder that should be monitored to ensure trouble-free operation
- parts of the sheet pick-up system that are to be adjusted to ensure accurate and continuous sheet feeding
- areas of the delivery system that should be observed to maintain tension
- areas of the delivery system that should be observed to prevent damage to the finished product
- checks to be made when substrate is removed from the machine
- OHS factors that must be considered when maintaining or adjusting the operation of the machine
- OHS factors that must be considered when using hot melt adhesive
- safety clothing that is available for use when operating adhesive binders
- speed of production
- sectors to observe to guarantee that the production process is trouble-free and continuous
- areas of the in-line process that should be monitored to assure the quality of the product
- circumstances that require the machine to be adjusted
- circumstances that require the machine to be slowed down
- circumstances for machine speed be increased
- adjustment of the adhesive application on an adhesive binder
- achieving more spine milling on an adhesive binder
- adjustment of the wire length on a wire stitcher how

REQUIRED SKILLS AND KNOWLEDGE

- straightening the wire in the wire feed on a wire stitcher
- increasing / decreasing the dwell time on a high frequency welder
- increasing / decreasing the current on a high frequency welder
- OHS factors that must be considered when cleaning hot melt from the machine
- checks to be made when shutting down a given machine
- FOUR important reasons for a thorough shutdown of operations
- areas of the machine that needs regular cleaning
- materials that need to be cleaned from the machine
- recommended cleaning agents
- keeping the machine clear of surface rust (condensation)
- production records that need to be kept or written up
- information that should be included in this reporting procedure
- quality aspects that should be considered in a completed adhesive bound job
- quality aspects that should be considered in a completed high frequency welded job
- quality aspects that should be considered in a completed wire stitched job
- steps that should be taken to ensure that important features of the production control system are followed
- alterations needed to production to meet client requirements
- items that must be checked against the client's sample
- 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 fastened product that meets 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
- competency must be demonstrated in any ONE of adhesive, mechanical or section sewing. For each process produce 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.

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>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>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 - mechanical fastening such as wire stitching, loop stitching of substrates of varied form, weight or shape - section sewing.
<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, 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		