



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF369C Set up and produce hand-made box

Revision Number: 1

ICPCF369C Set up and produce hand-made box

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to make boxes by hand.
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Application of the Unit

Application of the unit	This unit requires the individual to set up and produce a hand-made box. It applies to the binding and finishing sector not the carton sector of the industry. Carton sample making is covered in ICPPP281C Design basic carton and ICPPP481C Design complex carton.
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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. Determine dimensions and style of box	1.1.Options for style and cost are discussed with client 1.2.Dimensions of article to be contained are determined through measurement and/or job specifications 1.3.Final job specifications are determined and confirmed with the client
2. Select materials	2.1.Board weight, covering and lining materials are selected according to job specifications 2.2.Grain direction is determined if relevant
3. Cut board, cover material and lining to size	3.1.Board, cover material and lining are cut to correct size 3.2.Board is scored to appropriate depth if necessary 3.3.Waste is removed if applicable 3.4.Lids are fitted if necessary to allow for the thickness of covering material
4. Fold and score corners (OR Element 5)	4.1.Straight folds are made with corners at correct angles 4.2.Corners are secured with reinforcing material if necessary
5. Glue and butt join (OR Element 4)	5.1.Walls are set at correct angles to base 5.2.Flush joins are made with adequate adhesion
6. Attach covering material and lining	6.1.Corners are cut correctly according to job specifications 6.2.Covering material and lining are fixed with adequate and smooth adhesion 6.3.Material is rubbed smoothly into corners of box
7. Press box if necessary	7.1.Block for pressing is made up as required 7.2.Even pressure is applied to box sections
8. Decorate or furnish box if required	8.1.Appropriate decorating techniques are used where relevant 8.2.Appropriate furnishings (clasps, hinges) are attached if required

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 using tools and operating equipment
- communication skills when discussing options and styles with the client
- planning and organising when determining the final job specifications and selecting materials
- teamwork when maintaining the production process in association with others
- using technology when cutting the board, cover material and lining to size
- problem solving when selecting board weight, covering and lining to meet job specifications

Required knowledge

- OHS concerns that are there when making boxes
- necessary board calliper for a box
- maximum calliper for a folded box
- inconspicuous corner reinforcements
- appropriate covering material and style
- style of box that is appropriate
- recommended allowances in a book box
- in slip cases, techniques that can be used to reduce scuffing of a book cover
- reducing corner bulk when using heavyweight board
- techniques that can be used when cutting the turn-ins for a rounded spine
- need to cover the edge of a board before attaching the main covering
- consequence of adhesives that are too thick or too thin
- open time of an adhesive affect on the covering process
- criteria that are used to evaluate a finished box
- ensuring a clean finished job
- manuals, safety and other documentation that are relevant to this task and where they are kept 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 and produce a hand-made box 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 • produce TWO boxes in different styles and materials, at least ONE of which must have a lid, 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.

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.	
Materials may include:	range of materials including board, paper, bookcloth, buckram.
Types of boxes may include:	range of boxes including loose lid, hinged lid, drop front, clamshell, book box, cruciform box, slip case, solander box.

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		