



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF395C Set up and operate folder gluer machine

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up and operate a folder gluer machine.
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Application of the Unit

Application of the unit	This unit requires the individual to set up and operate a folder gluer machine with minimum downtime or wastage.
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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. Set up and adjust units	1.1. All details required for the job are checked and confirmed against job specifications 1.2. The correct materials are checked and available for the job 1.3. Adhesives appropriate for the substrate, the application process and the machine are selected 1.4. Work area is made safe and ready for production according to safety requirements 1.5. Folding guides and pressing plates are set to the required dimensions for the job 1.6. The feeder, folding part, gluer, stacker, belts, vacuums and glue applicators are clean, clear and ready for use 1.7. Settings are checked against job specifications before production is commenced
2. Monitor throughput	2.1. Machine is run at the speed required to produce a quality product 2.2. Machine is jogged to ensure the folds and glue are in the correct position 2.3. Guide positions are monitored to ensure adhesive is applied evenly and in the correct position 2.4. Paper moisture is monitored and correct moisture levels are maintained 2.5. Blank spacing is controlled and product spacing and flow are maintained for efficient operation 2.6. Folds are correctly placed and the product stacks correctly 2.7. Glues dry at correct rates for the substrate
3. Confirm quality of output	3.1. A sample from the machine is selected and checked to ensure it conforms to the required quality standards 3.2. Adjustments are made when the standards are not met 3.3. Each process is monitored and minor adjustments are made during production, if required 3.4. Samples are continuously monitored for defects and defects are removed 3.5. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved

ELEMENT	PERFORMANCE CRITERIA
	3.6. Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards 3.7. The locations of all emergency shutdown buttons and triggers are known

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS when making the work area safe and preparing for production according to safety requirements
- communication skills when checking and confirming job specifications
- basic literacy to read work instructions
- planning and organising when monitoring wastage and correctly disposing of it according to enterprise quality standards
- teamwork when maintaining the production process in association with other staff
- using technology when operating a folder gluer machine
- problem solving when monitoring and correcting paper moisture levels and continuously monitoring samples for defects and removing them as required

Required knowledge

- common faults associated with folder gluer machines, what causes them and how to correct them
- enterprise documentation procedures
- enterprise quality standards
- enterprise faults procedures

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:

- set up and operate a folder gluer machine according to job specifications and within the production timeframe
- the individual is able to set up and operate a folder gluer machine with minimum downtime or wastage
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- access to a folder gluer machine.

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>Job specifications</i> may include:	job sheets, batch processing orders, job specs.
<i>Correct materials</i> may include:	glues, papers, coated and uncoated, pre-printed, printed or die-cut board, single and double wall corrugated board.
<i>Jogged</i> may include:	inched, moved slowly through the process.

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	