



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF465C Set up and produce hand-bound book

Revision Number: 1

ICPCF465C Set up and produce hand-bound book

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce hand-bound books.
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Application of the Unit

Application of the unit	This unit requires the individual to set up for hand bookbinding. Some elements of this competency are also included in ICPCF467C Restore books.
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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 1.2. All necessary materials are assembled according to job specifications
2. Complete adhesive binding/tipping	2.1. Sheets are fanned and masked every 3-4 mm 2.2. A thin even coating is applied on area of sheet designated for tipping 2.3. Correct adhesive is applied to achieve a good bond 2.4. Tipped sheet is accurately positioned
3. Number book	3.1. Sheets are placed in correct sequence and numbered correctly according to job specifications 3.2. Numbering machine is set for appropriate number of copies eg duplicate, triplicate 3.3. Sheets are knocked up squarely without damage
4. Index book	4.1. Index is spaced correctly and evenly 4.2. Durable square, clean and neat cut tabs or cut-outs are constructed 4.3. Headings are constructed legible and permanent
5. Apply adhesive binding/padding by hand	5.1. Product is knocked up squarely to spine and head with boards inserted between pads 5.2. Spine folds are completely removed from sections in guillotine 5.3. Adequate spine margin is preserved 5.4. Appropriate number of saw cuts are made in work 5.5. Edge of spine is roughened sufficiently to improve adhesion 5.6. Thin even application of appropriate adhesive is applied 5.7. Book is fanned before gluing (except for pads) to ensure in Book is assessed after drying with thorough adhesion 5.8. creased surface coverage
6. Sew sections	6.1. Appropriate sewing supports are selected and spaced according to job specifications 6.2. Consistent thread tension is maintained during sewing 6.3. Sections are aligned at the head 6.4. Swelling is monitored and controlled

ELEMENT	PERFORMANCE CRITERIA
7. Forward the book	7.1.Spine is glued, rounded and backed 7.2.Spine lining is attached 7.3.Text block is covered (board attached) 7.4.Text block is cased in
8. Block the book	8.1.Image is blocked into required position according to job specifications
9. Hand finish the book	9.1.Hand finish book according to job specifications 9.2.Typeface size and type are appropriate 9.3.Design is in keeping with the period of publication 9.4.An even impression is applied

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS when ensuring that the work area is safe and ready for production according to safety requirements
- communication skills when clarifying job specifications
- planning and organising when assembling all the necessary materials based on the job specifications
- teamwork when maintaining the production process in association with others
- applying mathematical ideas and techniques when numbering sheets in the correct sequence
- using technology when pressing the book
- problem solving when determining the original page securing method

Required knowledge

- OHS concerns that are there when hand binding
- term "viscosity"
- grain direction in relation to the tipping operation
- recommended tipping width for endpapers
- recommended adhesive to be used in tipping
- checks to be made when the numbering machine is set for duplicate/triplicate numbering
- checks to be made when the numbering machine is re-inked
- setting a given number on the machine
- different types of indices
- ways to reinforce an index
- process for the index to be evenly and correctly spaced down the sheet
- adhesives that are not recommended for padding
- unsuitable adhesives for padding
- terms "pH", "viscosity", "open time", "tack", "specific adhesion", "molecular adhesion" and "mechanical adhesion"
- techniques that are available to ensure the permanent adhesion of the padded sheets
- ways in which the padding operation can be accelerated
- methods of hand sewing
- important considerations to be addressed when setting up for sewing
- use of a sewing frame
- "Cord" (calliper) thread that is suitable for sewing 8pp sections
- checks to be made when the sewing thread is joined during the sewing operation
- checks to be made when the sewing operation is finished off

REQUIRED SKILLS AND KNOWLEDGE

- result of the sewing being too loose/too tight
- important result that must be achieved when gluing the spine of the book
- result if the spine glue was too thick/too thin
- recognition of a correct round in a book spine
- problems that may occur if too much round is applied to the spine
- problems that may occur if insufficient round is applied to the spine
- different spine linings
- reasons for spine linings
- special techniques that are applied to 2-on 2-off spine linings
- important considerations to be given to spine linings
- direction that the grain should be directed in spine linings
- result if the grain direction in the spine lining was incorrect
- recognition of good corner
- recommended turn-in
- steps to ensure a clean job
- "Trimming-out" a case
- correct board calliper on a book?
- micron board that is recommended on a book 5 mm thick
- monitoring when casing-in a book
- procedures that ensure a good blocking result
- checks to be made when positioning type on the spine of a book
- checks to be made when positioning type on the front of a book
- term "blind blocking"
- methods of hand finishing a book cover
- criteria that are used to ensure an appropriate typeface is selected
- criteria that are used to ensure the design chosen corresponds with the era of the book
- considerations that should be given to the hand finishing of the book
- result of uneven impressions
- machine manuals and safety 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 and produce a hand-bound book 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 - set up for and produce AT LEAST THREE hand-bound books that between them incorporate each of the listed Elements (pulling down and section sewing to be done on multi-section - minimum ten sections - book) and use a range of substrates, 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.	
<i>Types of equipment</i> may include:	range of tools, equipment and machines.
<i>Enterprise procedures</i> may include:	range of enterprise procedures within defined work area.
<i>Quality standards</i> may include:	should meet client requirements and enterprise and industry standards.

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		