



Australian Government

Department of Education, Employment and Workplace Relations

ICPPR261C Set up for foil stamping

Revision Number: 1

ICPPR261C Set up for foil stamping

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up for gold blocking and hot foil stamping.
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Application of the Unit

Application of the unit	This unit requires the individual to set up a die or block and the reel or sheet systems and jigs for gold blocking or hot foil stamping. The individual will conduct a proof run and adjust settings to ensure production speeds are attained.
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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. Confirm job specifications	1.1. Job requirements are read and interpreted from job documentation or production control system 1.2. Set up is carried out correctly in minimum time with minimum wastage 1.3. Availability of all job related components is checked
2. Set up machine	2.1. Die or block is selected and checked against job ticket 2.2. Die or block is locked into chase and checked for correct positioning 2.3. Chase is mounted in press 2.4. Foil transfer or feed system is set up and adjusted according to image size and job specifications 2.5. If required, in-line loading and ejection units are set up for basic processes and adjusted according to machine requirements and job specifications
3. Set up reel system (OR Element 4 OR Element 5)	3.1. Unwind and rewind reels are set up and adjusted according to job specifications 3.2. Webbing procedures are carried out and web-control system is set up and adjusted according to job specifications 3.3. Reels are spliced/joined according to job specifications 3.4. Printed web viewing devices are set up and adjusted according to job specifications 3.5. Folder and sheeter are set up and adjusted suit job specifications 3.6. Set off/marketing prevention devices are set up and adjusted according to job specifications
4. Set up sheet system (OR Element 3 OR Element 5)	4.1. Feeder and delivery is set up and adjusted according to job specifications 4.2. Sheet pick-up and transportation system is set up and adjusted according to job specifications 4.3. Transfer and control systems are set up and adjusted according to job specifications 4.4. Set off/marketing prevention devices are set up and adjusted according to job specifications 4.5. Substrate is added to and removed from process according to job instructions
5. Set up product jigs	5.1. Jigs are selected to suit product to be stamped

ELEMENT	PERFORMANCE CRITERIA
onto machine table (OR Element 3 OR Element 4)	5.2. Jigs are fitted to machine table according to job specifications 5.3. Table height is adjusted to suit product
6. Select foils	6.1. Foils are selected according to job specifications and end-user requirements 6.2. Quality and suitability of foils are checked and appropriate action is taken 6.3. Foils are selected according to suitability of substrate , physical and chemical performance and properties 6.4. Foils are prepared according to OHS requirements, and manufacturer's/supplier's instructions with suitable precautions to minimise waste 6.5. Foils are appropriately labelled, handled and stored according to manufacturer's/supplier's instructions to prevent damage and hazards to personnel and prolong shelf life
7. Conduct proof run	7.1. Material to be used for proof is organised correctly 7.2. Machine is operated according to manufacturer's and enterprise procedures to produce a specified proof 7.3. Proof is visually inspected and/or tested or laboratory testing organised according to enterprise procedures 7.4. Production does not commence without client OK or authority where appropriate 7.5. Results are interpreted and adjustment changes are carried out according to product and machine specifications to determine adjustment requirements

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 of ideas and information by interpreting job tickets and requirements
- collecting, analysing and organising information by collecting and assessing data about foil stamping process and machine specifications and characteristics and how these interact
- planning and organising activities by providing information about time and materials requirements for production scheduling
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by calculating die position and requirements for foil and substrate
- problem-solving skills by recognising proofing faults and determining adjustments to correct them
- use of technology by using monitoring equipment and interpreting readouts

Required knowledge

- job specifications
- procedures if vital information were missing from the job ticket
- checks that should be undertaken prior to set up (availability of materials etc.)
- web or sheet or product transportation (as relevant)
- major OHS concerns when setting up transportation systems
- printing side of the material
- purpose of nip rollers
- how the sheet position is determined for the job
- why the same side lay is used in both print and foil stamping
- selection of appropriate front lays
- how high the side and front lays are to be set
- register check be carried out
- appropriate product jigs
- correct table height
- foils and substrates
- characteristics that must be considered when selecting foil for foil stamped product
- type of foil that would be required for foiling on plastic films
- products and the appropriate foils
- machine set up

REQUIRED SKILLS AND KNOWLEDGE

- OHS concerns related to the set up
- effect of a soft packing on the foil stamped product
- methods that can be used to create harder packing
- effect a higher dwell time has on the foil stamped product
- what temperature would be the starting point when setting up
- implications if the temperature was set too high
- height that the die should be mounted
- required pressure
- proofing and adjusting
- precautions that should be taken to protect from burns
- not using the first sheet or object printed as a proof during set up
- cause of an uneven print (top to bottom)
- length of time for temperature adjustments to become effective
- signs of a temperature setting that is too high
- how much the foil should draw through the press on each pass
- machine manuals, safety and other documentation that are relevant to this task and where are they kept and information 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 ability to:

- set up a die or block and the reel or sheet systems and jigs for gold blocking or hot foil stamping. The individual will conduct a proof run and adjust settings to ensure production speeds are attained
- demonstrate use of computerised control, monitoring and data entry systems if available and appropriate
- 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
- set up for foil stamping on TWO occasions (if possible including at least ONE in-line process if relevant) according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria
- 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 these. Off the job assessment must be undertaken in a closely simulated workplace environment
- gold blocking or hot foil stamping 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, for example:

EVIDENCE GUIDE

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| | <ul style="list-style-type: none">• ICPSU201C Prepare, load and unload reels and cores on and off machine• ICPSU202C Prepare, load and unload product on and off machine• ICPSU207C Prepare machine for operation (basic)• ICPPR262C Produce foil stamped product. |
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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>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>Machines</i> may include:	a range of foil stamping machines, including machines with computerised monitoring and/or control.
<i>Substrate handling</i> may include:	wide or narrow reel or large or small sheet or 3D object handling systems.
<i>Foils</i> may include:	range of foils used in gold blocking and hot foil stamping.
<i>Substrate types</i> may include:	range of substrates within the major categories of paper, pressure sensitive material, board, wood, plastics and related films, metal injection moulded plastics, moulded plastics, lacquered substrate.
<i>Colour matching systems</i> may include:	use of visual colour assessment and matching under controlled lighting conditions.
<i>Design</i> may include:	simple graphics and text. Minor variation in registration and position.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Printing
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Co-requisite units

Co-requisite units		