



Australian Government

Department of Education, Employment and Workplace Relations

ICPSP222C Prepare and cut screen print substrate

Revision Number: 1

ICPSP222C Prepare and cut screen print substrate

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to inspect and cut substrate according to job specifications.
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Application of the Unit

Application of the unit	This unit requires the individual to inspect and cut substrate according to job specifications and end use of the product.
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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 substrate	1.1. <i>Substrates</i> selected are of suitable quality according to job specifications and the end use of the product 1.2. Substrate is inspected and print capability assessed, including the need for any special preparation requirements 1.3. Necessary preventive action is taken to avoid wastage and to ensure best yield with respect to grain direction and the type of substrate selected 1.4. Substrate is suitably pre-treated, where required
2. Cut substrate	2.1. Set-up is carried out correctly in minimum time with minimum wastage 2.2. Grip and lay edges of sheet are identified 2.3. Knives are checked for appropriate sharpness 2.4. Cutting sticks are replaced when necessary 2.5. Guillotine is manually set up and adjusted according to job specifications 2.6. Clamping pressures are set up and adjusted according to job specifications 2.7. Problems in cutting (guillotining) machine operation are identified and reported according to enterprise procedures 2.8. Quality of <i>cuts</i> is checked to ensure quality standards are met

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 ensuring substrate quality standards
- collecting, analysing and organising information by inspecting the substrate and its print capability, including the need for any special preparation requirements
- planning and organising activities by taking necessary preventive action to avoid wastage and to ensure best yield with respect to grain direction and the type of substrate selected
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by setting clamping pressures and adjusting them according to job specifications
- problem-solving skills by checking quality of cuts to ensure quality standards are met
- use of technology by using guillotines and other equipment to prepare and cut screen print substrate

Required knowledge

- information contained in job specifications
- process for checking guillotine knives
- guillotine set up and operation
- safe guillotine handling and operation
- proper stacking and storage of processed substrate

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:

- inspect and cut substrate according to job specifications
- for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance
- 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
- guillotine and associated equipment.

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>Substrates</i> may include:	range of substrates in categories of paper, paperboard, corrugated board, plastics.
<i>Cut</i> may include:	single knife, manual guillotines.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Screen Printing
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Co-requisite units

Co-requisite units		