

Title	Demonstrate knowledge of the print industry		
Level	2	Credits	7

Purpose	People credited with this unit standard are able to: demonstrate knowledge of organisations, training agreements, and legislation relevant to the print industry; explain the importance of confidentiality; demonstrate knowledge of the main printing and finishing processes and the importance of monitoring new developments in print-related technology; demonstrate knowledge of workflow production of a print company; follow written instructions and complete forms; use instruction marks applicable to the process being undertaken; and use reference material to ensure procedures are followed and required standards are met.
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Classification	Printing > Printing Production
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Available grade	Achieved
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Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Accident Compensation Act 2001
- Copyright Act 1994;
- Defamation Act 1992;
- Films, Videos, and Publications Classification Act 1993;
- Health and Safety at Work Act 2015;
- Privacy Act 2020;
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

Required standards refer to the production standards set down by the workplace, and the quality standards expected by the customer for the finished product.

Print industry refers to all sectors involved in print and packaging industries including pre-production, production, and post-production activities, suppliers and distributors. The sectors include graphic pre-press, digital output, sheet-fed, reel-fed, screen, binding and finishing, fibreboard packaging.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the print sector.

3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of organisations and training agreements relevant to the print industry.

Performance criteria

1.1 Identify industry, employer and union groups, and outline their functions.

1.2 Summarise the principal conditions applying to training agreements.

Range commencement date, term of training agreement, requirements for each level of training, responsibilities of employer and learner.

Outcome 2

Demonstrate knowledge of legislation relevant to the print industry.

Performance criteria

2.1 Identify Acts relevant to printing and explain their effects on the print and print-related industries.

Range Copyright Act 1994; Films, Videos and Publications Classification Act 1993; Defamation Act 1992; Privacy Act 2020; Health and Safety at Work Act 2015; Accident Compensation Act 2001.

2.2 Describe the requirements for upholding copyright law.

Range may include but is not limited to – software, images, text, fonts.

Outcome 3

Explain the importance of confidentiality.

Performance criteria

- 3.1 Explain the importance of maintaining confidentiality in terms of the business affairs of the company's clients.
- 3.2 Explain the importance of maintaining confidentiality in terms of the company's business.
- 3.3 Explain compliance with the Privacy Act 2020 in relation to confidentiality of information within the workplace.

Outcome 4

Demonstrate knowledge of the main printing and finishing processes.

Performance criteria

- 4.1 Describe different printing processes used in the print industry.

Range may include but is not limited to – offset, flexographic, screen printing, digital processes, letterpress, gravure.
- 4.2 Explain the appropriateness of the different printing processes in terms of meeting the customer's requirements.

Range may include but is not limited to – quality of job, time-frame, substrate, colour theory, quantity of run, cost, end use.
- 4.3 Describe different finishing processes used in the print industry.

Range may include but is not limited to – binding, laminating, embossing, varnishing, collating, mounting, folding, creasing, indexing, die cutting, foiling.

Outcome 5

Demonstrate knowledge of the importance of monitoring new developments in print-related technology.

Performance criteria

- 5.1 Identify sources of information for new developments in print-related technologies.

5.2 Explain reasons for monitoring technological changes in the wider print industry.

Range changes may include but are not limited to – printing, finishing, inks and toners, substrates, colour and colour management, software, computing technologies.

Outcome 6

Demonstrate knowledge of workflow production of a print company.

Performance criteria

6.1 Describe the operational flow of work from the time a job is raised through pre-press, press, post-press and distribution.

6.2 Explain the workflow of a selected job undertaken in the workplace from start to finish.

Outcome 7

Follow written instructions and complete forms.

Performance criteria

7.1 Follow job instruction sheets and associated written instructions.

7.2 Complete forms.

Range may include but is not limited to – time sheets, order forms, requisition forms.

Outcome 8

Use instruction marks applicable to the process being undertaken.

Performance criteria

8.1 Identify instruction marks used and explain their purpose.

Outcome 9

Use reference material to ensure that procedures are followed and required standards are met.

Range may include but is not limited to – trade publications, instruction manuals, maintenance manuals, spare parts, manuals, videos, DVDs, product specification information.

Performance criteria

9.1 Locate reference material applicable to the production process.

- 9.2 Use reference material to ensure that machine operation and product meet required standards.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 January 1995	31 December 2025
Revision	2	20 July 1998	31 December 2025
Review	3	25 May 1999	31 December 2025
Revision	4	3 April 2001	31 December 2025
Review	5	22 May 2003	31 December 2025
Rollover and Revision	6	26 January 2007	31 December 2025
Review	7	21 August 2009	31 December 2025
Review	8	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.