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| <b>Title</b> | <b>Demonstrate knowledge of business and quality principles in the print industry</b> |                |           |
| <b>Level</b> | <b>3</b>  | <b>Credits</b> | <b>10</b> |

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| <b>Purpose</b> | People credited with this unit standard are able to, for a print industry company: describe the purpose and function; demonstrate knowledge of the factors contributing to production costs; demonstrate knowledge of the main components and factors involved in costing and estimating, and production planning principles; explain terms used in management of quality; demonstrate knowledge of quality control methods used; use reference material to ensure that procedures are followed and required standards are met; demonstrate knowledge of environmental management practices, and demonstrate knowledge of supervisory skills. |
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| <b>Classification</b> | Printing > Printing Production |
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| <b>Available grade</b> | 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:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- 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

*Job requirements* refer to specific requirements for the print job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the print workplace and/or organisation.

*Print industry* includes 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.

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

*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.

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## Outcomes and performance criteria

### Outcome 1

Describe the purpose and function of a print industry company.

#### Performance criteria

1.1 Describe different types of business structures.

Range sole trader, partnership, limited liability.

1.2 Describe important factors to be considered in terms of setting up a print industry company.

Range product to sell, profit, return on investment, investors, shareholders.

1.3 Describe important factors contributing to running an efficient print industry company.

Range communication (between employers and employees), cash flow, planning, budgets, quality control.

### Outcome 2

Demonstrate knowledge of the factors contributing to production costs in a print industry company.

#### Performance criteria

2.1 Describe operating costs in terms of their impact on overall production costs.

Range may include but is not limited to – wages, materials, machinery, equipment, software, premises, administration, marketing.

2.2 Describe wastage in terms of its impact on profitability.

- 2.3 Explain systems for recording stock movements in terms of their importance.

### **Outcome 3**

Demonstrate knowledge of main components and factors involved in costing and estimating, and production planning principles in a print industry company.

#### **Performance criteria**

- 3.1 List major items for which charges are made.

Range may include but is not limited to – direct labour, materials and expenses; indirect labour, materials and expenses; administration expenses, marketing, machinery, equipment, outsourcing.

- 3.2 Explain the effect of down-time or un-chargeable time in terms of profitability.

- 3.3 Outline costing and estimating principles relating to the print industry company.

Range may include but is not limited to – wage rates, click rates, time, cost of materials and overheads, profit.

- 3.4 Describe production planning principles relating to the print industry company.

Range may include but is not limited to – planning, routing, scheduling, allocating.

### **Outcome 4**

Explain terms used in management of quality for a print industry company.

#### **Performance criteria**

- 4.1 Explain quality in terms of customer requirements.

- 4.2 Explain differences between quality control and quality assurance.

### **Outcome 5**

Demonstrate knowledge of quality control methods used in a print industry company.

#### **Performance criteria**

- 5.1 Describe and follow quality control methods used in the workplace.

- 5.2 Identify and solve or report quality control problems.

5.3 Describe care and storage of product and resources in terms of workplace procedures.

Range product and resources may include but are not limited to – proofs, samples, electronic files, disks, plates, die boards, final product and any related material.

5.4 Explain documentation used as evidence of quality control checks in terms of its purpose.

### **Outcome 6**

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, product specification information, customer specification information, safety procedures, hazard identification.

### **Performance criteria**

6.1 Locate reference material applicable to the process and workplace.

6.2 Use reference material to ensure that machine operation and product use meet job requirements.

### **Outcome 7**

Demonstrate knowledge of environmental management practices used in a print industry company.

Range may include but is not limited to – energy use, air noise, transportation, production systems, waste management, contamination; evidence is required for a minimum of four workplace practices.

### **Performance criteria**

7.1 Identify and describe the effects of workplace activities on the environment.

7.2 Describe workplace procedures that minimise any negative environmental effects.

### **Outcome 8**

Demonstrate knowledge of supervisory skills in a print industry company.

## Performance criteria

- 8.1 Describe supervision skills within a print industry company department in terms of the skills required to meet the required standards.

Range may include but is not limited to – technical and/or trade skills, people skills.

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| <b>Planned review date</b> | 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       | 22 May 2003      | 31 December 2025         |
| Rollover and Revision | 2       | 23 April 2007    | 31 December 2025         |
| Revision              | 3       | 12 December 2008 | 31 December 2025         |
| Review                | 4       | 21 August 2009   | 31 December 2025         |
| Review                | 5       | 30 March 2023    | N/A                      |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 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](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.