

FIELD MANUFACTURING**Review of *Binding and Finishing* and *Printing Production* unit standards**

Subfield	Domain	Id
Printing	Binding and Finishing	3642, 3644, 3645, 3647-3652, 3673, 21276
	Printing Production	3643

Communications and Media Industry Training Organisation (PrintNZ Training) has completed the review of the unit standards listed above.

Date new versions published

December 2008

Planned review date

December 2013

Summary of review and consultation process

These unit standards were reviewed as a result of industry comments regarding the currency of the hand bookbinding training programmes. The remaining unit standards under the Binding and Finishing domain will be reviewed in 2010.

Consultation with industry through the PrintNZ Training newsletter and direct contact with a range of companies in the hand bookbinding sector resulted in some feedback. A group of bookbinding representatives then met to discuss the current unit standards listed above, the relevant qualifications, and assessment criteria.

The group was asked to consider the following:

- The currency of the unit standards and their suitability for the existing and any proposed qualifications.
- The accuracy and appropriateness of the content of the unit standards.
- Whether the levels and credits correspond to the performance outcomes.
- Any gaps in skills and/or knowledge that could be captured by the development of new unit standards.
- Review of assessment methods and assessment tasks.

Most of the unit standards reviewed were considered appropriate and only required minor changes. A gap was identified in the making of protective enclosures and a new unit standard was developed for this skill area.

Main changes resulting from the review

- Titles of unit standards 3642, 3645, 3647, 3649 and 3673 were changed.
- Level of unit standard 3642 was increased from 2 to 3.
- A new unit standard, 25346, was developed for making protective enclosures.
- Additional elements and performance criteria were included in unit standard 3649 to ensure that skill levels required for assessment were clarified.
- Elements, performance criteria and range statements were amended to improve clarity and to allow for consistent assessment.
- Assessment tasks were modified slightly.

Impact on existing provider accreditation

None.

Impact on Accreditation and Moderation Action Plan (AMAP)

None.

Impact on existing qualifications

Qualifications that contain the reviewed standards or classifications are tabled below.

Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following PrintNZ Training qualification is affected by the outcome of this review and will be reviewed in 2009.

Qualification title	Standard in the qualification
National Certificate in Printing (Binding and Finishing: Print Finishing) (Level 2) [Ref: 0059]	3642

The following PrintNZ Training qualifications are not materially affected by the outcome of this review and will be reviewed in 2009.

Qualification title	Standard in the qualification
National Certificate in Printing (Binding and Finishing: Hand Bookbinding) (Level 4) [Ref: 0063]	3649
National Certificate in Printing (Direct Mail Production) (Level 3) with strands in Inserting, Film Wrapping, Ink Jet Printing, and Laser Printing [Ref: 1128]	3673
National Certificate in Printing (Binding and Finishing) (Level 3) with strands in Print Finishing Sheet-fed, Print Finishing Reel-fed, Folder Operator, Guillotine Operator, Hand Bookbinding, and Machine Bookbinding [Ref: 1171]	3645, 3647, 3673

Review Categories and changes to classification, title, level and credits

All changes are in **bold**.

Key to review category

- A** Dates changed, but no other changes are made - the new version of the standard carries the same Id and a new version number
- B** Changes made, but the overall outcome remains the same - the new version of the standard carries the same Id and a new version number
- C** Major changes that necessitate the registration of a replacement standard with a new Id
- D** Standard will expire and not be replaced

Subfield Printing
Domain Binding and Finishing

Id	Title	Level	Credit	Review Category
3642	Prepare, handle, and store substrates required for print finishing and bookbinding Prepare, handle, and store substrates used for print finishing and bookbinding	2 3	8	B
3644	Use hand skills for print finishing and bookbinding	3	6	B
3645	Hand sew books using different styles Hand sew books using different styles for print finishing and bookbinding	3	18	B
3647	Produce loose leaf binders and flush work for bookbinding Produce loose leaf binders and quarter flush books for bookbinding	3	8	B
3648	Hand bind books for bookbinding	4	35	B
3649	Repair and rebind books for binding and finishing Repair and rebind books for bookbinding	4	12	B
3650	Undertake split board library binding, account bookbinding and extra (fine) binding)	5	45	B
3651	Block, using a manual blocking machine, for bookbinding	3	20	B
3652	Carry out hand tooling and lettering for bookbinding	4	25	B
3673	Undertake packing and despatch for print finishing Undertake packing and despatch for print finishing and bookbinding	3	5	B
21276	Demonstrate industry knowledge for print finishing and bookbinding	3	12	B
25346	Make protective enclosures for bookbinding	4	15	New

Subfield Printing
Domain Printing Production

Id	Title	Level	Credit	Review Category
3643	Draw imposition schemes for sheet-fed printing, print finishing and bookbinding	3	3	B