

Field Manufacturing

Review of *Binding and Finishing* unit standards

Subfield	Domain	ID
Printing	Binding and Finishing	3642, 3644, 3645, 3647-3649, 3651, 3652, 3659, 3661, 3664-3669, 17932, 17933, 25346, 27778-27780

Competenz has completed the review of the unit standards listed above.

Date new versions published

March 2020

Planned review date

December 2024

Summary

These unit standards were reviewed during October 2018 and November 2019 as part of the review of the following qualifications: New Zealand Certificate in Binding and Finishing (Level 3) [Ref: 1816], and the New Zealand Certificate in Binding and Finishing (Level 4) [Ref: 1817], and the development of programmes for binding and finishing leading to these qualifications later this year.

The review was undertaken through face-to-face meetings with the Technical Advisory Group (TAG) consisting of industry experts, and via emails and phones calls with the industry.

All feedback received prior to and during the review process were incorporated in consultation with the TAG. These units have been endorsed for registration by the TAG in November 2019.

Main changes

- Unit standard 3652 was set to expire without replacement since it is no longer required by the printing industry.
- Six unit standards were replaced with two new unit standards to consolidate machine operation unit standards.
- Guidance Information was updated across all unit standards, including legislation and references, and the inclusion of workplace practices, job documentation, and job requirements in the assessment information.
- Credit values for unit standard 3659 and unit standard 27778 were increased to better reflect the time required to gain the necessary knowledge and skills to meet the outcomes of these units.
- The titles of some unit standards were amended to provide clarity and encompass all learning outcomes.

Category C and D unit standards will expire at the end of December 2022

Impact on Consent and Moderation Requirements (CMR)

Unit standards were moved to CMR 0013 from CMR 0005.

Detailed list of unit standards – 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

Manufacturing > Printing > Binding and Finishing

ID	Title	Level	Credit	Review Category
3642	Prepare, handle, and store substrates used for print finishing and bookbinding Demonstrate knowledge of substrates and printed finishes, and prepare, handle, and store substrates for print industry	3	6	B
3644	Use hand skills for print finishing and bookbinding	3	6	B
3645	Hand sew books using different styles for print finishing and bookbinding	3	18	B
3647	Produce loose leaf binders and quarter flush books for bookbinding Set up and operate gluing machine, produce loose leaf binders, and quarter flush books for bookbinding	3	8	B
3648	Hand bind books for bookbinding	4	40	B
3649	Repair and rebind books for bookbinding	4	15	B
3651	Block, using a manual blocking machine, for bookbinding Use a manual blocking machine for bookbinding	3	12	B
3652	Carry out hand tooling and lettering for bookbinding	4	15	D
3659	Wire stitch books for print finishing	3	2 4	B
3661	Set up and operate collator/stitcher/trimmer for print finishing Set up and operate collator, stitcher, and trimmer for print finishing	4	40	B
3664	Set up and operate a collator/gatherer/adhesive binder for print finishing Set up and operate a collator or gatherer, and adhesive binding machine for print finishing	4	35	B
3665	Set up and operate a sewing machine for bookbinding	3	15	C
3666	Set up and operate book smashing and nipping and back gluing and drying machines for bookbinding	3	15	C
3667	Set up and operate a rounding and backing machine for bookbinding	3	8	C
3669	Set up and operate a case making machine for bookbinding	4	35	C
17932	Set up and operate pressing and casing-in units for bookbinding	4	25	C
25346	Make protective enclosures for bookbinding	4	15	C
32064	Set up and operate single function machines for bookbinding	3	25	
32065	Set up and operate multifunction machines for bookbinding	4	25	
3668	Set up and operate a 3-knife trimmer for print finishing and bookbinding	4	15	B

ID	Title	Level	Credit	Review Category
17933	Fold up to sixteen pages using three directional folds for print finishing	3	20	B
27778	Machine fold multi panels and use auxiliary equipment for print finishing	4	15 18	B
27779	Demonstrate industry knowledge for print finishing and bookbinding Demonstrate knowledge of the print finishing and bookbinding industry	3	10	B
27780	Troubleshoot and rectify faults for print finishing production and solve workplace problems	4	20	B