

Title	Explain production planning and control procedures used in a print industry company		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to: explain the principal elements of production planning in a print industry company, and explain production control processes in a print industry company.
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Classification	Printing > Print Industry Management
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Available grade	Achieved
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Guidance Information

1 Definitions

Established company practice refers to the documented policies and procedures set down by the print industry company.

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, and fibreboard packaging.

Print industry company refers to a business involved within the print or packaging industries.

2 Assessment information

Candidates must follow the procedures and instructions for a sample production job. Although they do not have responsibility for implementing the production plan, they must demonstrate that they have a clear understanding of the processes and the reasons behind them.

Outcomes and performance criteria

Outcome 1

Explain the principal elements of production planning in a print industry company.

Performance criteria

- 1.1 Production planning is explained in terms of resources required to meet job specifications.
- 1.2 The importance of routing to achieve maximum efficiency of resource utilisation and to meet requirements of the job is explained.

- 1.3 Scheduling of required production hours and job commencement times is explained in terms of meeting completion dates of the job.
- 1.4 Allocation of instructions, materials, and other processes are explained in terms of meeting required job specifications and completion dates.
- 1.5 The importance of monitoring work-in-progress against production schedules is explained.
- 1.6 The use of a production planning board or system is explained in terms of scheduling work.

Outcome 2

Explain production control processes in a print industry company.

Performance criteria

- 2.1 The need to monitor equipment capacity utilisation is explained.
- 2.2 The importance of inventory control is explained in terms of ensuring availability of substrates, materials, and supplies.
- 2.3 The importance of monitoring the effectiveness of purchasing and supply of materials and outside services is explained.
- 2.4 The importance of monitoring the achievement of quality standards and procedures is explained in accordance with established company practice.
- 2.5 The importance of allowances for downtime and maintenance programmes is explained in terms of scheduling production.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1999	31 December 2022
Review	2	26 September 2001	31 December 2022
Rollover and Revision	3	12 December 2008	31 December 2022
Review	4	20 March 2009	31 December 2022
Rollover and Revision	5	31 May 2018	31 December 2022
Review	6	23 July 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0005
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring