

Title	Fold up to sixteen pages using three directional folds for print finishing		
Level	3	Credits	20

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; draw up lay sheets for portrait and landscape work up to sixteen pages; describe folding machines, feeders, and types of folds; load and set the feeder of the folding machine; set the folding and delivery sections; and operate the folding machine to produce three dimensional folds.
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Classification	Printing > Binding and Finishing
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Available grade	Achieved
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Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
- 2 Definitions

Accepted industry practice – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

Job documentation refers to the documentation that is used in the workplace that contains the instructions and requirements for a particular production job. This may include but is not limited to – workplace orders, production orders, workplace specifications, samples, lay cards, components and equipment required.

Job requirements refer to specific requirements for the 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 workplace.

Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. 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, 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 industry sector.
- 3 Assessment information
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

Outcomes and performance criteria

Outcome 1

Check documentation and confirm requirements for the job are available.

Performance criteria

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 1.2 Availability of components is confirmed.
- 1.3 Availability of equipment is confirmed.

Outcome 2

Draw up lay sheets for portrait and landscape work up to sixteen pages.

Performance criteria

- 2.1 Demonstrate and describe portrait and landscape pages, in relation to sixteen-page imposition.
- 2.2 Lay sheets are drawn to ensure that the job fits on the sheet size.

Range may include but not limited to – work and turn, work and tumble, sheet work.
- 2.3 Bleeds, trims, folds, and laps are applied to lay sheets.
- 2.4 Importance of grain direction when drawing lay sheets is explained.

Outcome 3

Describe folding machines, feeders, and types of folds.

Performance criteria

- 3.1 Different kinds of folding machines and feeders are described in terms of their use.

Range folding machines may include but not limited to – knife, buckle, combination;
feeders may include but not limited to – round pile, flat pile, stream, pallet.
- 3.2 Different types of folds commonly used in the workplace are described.

Outcome 4

Load and set the feeder of the folding machine.

Performance criteria

- 4.1 Feeder is loaded using lay and grip marks.
- 4.2 Sheet separation and forwarding mechanisms are set to suit both the substrate type and the sheet measurement.

Outcome 5

Set the folding and delivery sections.

Performance criteria

- 5.1 Folding section is checked to ensure alignment to print, paper and other sections.
- 5.2 Delivery section is set to suit both the folding machine configuration.
- 5.3 Folding aids are used.
- 5.4 Counter is set.

Outcome 6

Operate the folding machine to produce three dimensional folds.

Performance criteria

- 6.1 Sections are folded.
- 6.2 Folds are sharp and free of creasing and marking throughout the print run.
- 6.3 Sections are prepared for forwarding to the next process.
Range knocked up, stacked, labelled to identify.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 November 2000	31 December 2011
Review	2	26 January 2005	31 December 2015
Review	3	19 July 2012	N/A
Review	4	26 March 2020	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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.