

Demonstrate knowledge of business and quality principles in the print industry

Level 3

Credits 10

Purpose People credited with this unit standard are able to, for a print industry company: demonstrate understanding of the purpose and functioning; demonstrate knowledge of the factors contributing to production costs, the main components and factors involved in costing and estimating, and production planning principles; explain terms used in management of quality observe quality control methods; use reference material to ensure procedures are followed and required standards are met; and demonstrate knowledge of environmental management practices, and of supervisory skills.

Subfield Printing

Domain Printing Production

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0005

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

Definitions

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 and/or 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, 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 practices refer to the documented procedures for the machine and/or workplace.

Elements and performance criteria

Element 1

Demonstrate understanding of the purpose and functioning of a print industry company.

Performance criteria

- 1.1 Business structures are described in terms of the different types.
- Range sole trader, partnership, limited liability.
- 1.2 Important factors to be considered in terms of setting up a print industry company are described.
- Range product to sell, profit, return on investment, investors, shareholders.
- 1.3 Important factors are described in terms of running an efficient print industry company.
- Range communication (between employers and employees), cash flow, planning, budgets, quality control.

Element 2

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

Performance criteria

- 2.1 Operating costs are described 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 Wastage is described in terms of its impact on profitability.
- 2.3 Systems for recording stock movements are outlined in terms of their importance.

Element 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 Major items for which charges are made are listed.
- 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 Effect of down-time or un-chargeable time is explained in terms of profitability.
- 3.3 Costing and estimating principles are outlined in terms of those affecting 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 Production planning principles are described in terms of those affecting the print industry company.
- Range may include but is not limited to – planning, routing, scheduling,
allocating.

Element 4

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

Performance criteria

- 4.1 Quality is explained in terms of customer requirements.
- 4.2 Quality control and quality assurance are explained in terms of the differences between them.

Element 5

Observe quality control methods used in a print industry company.

Performance criteria

- 5.1 Quality control methods used in the workplace are described and followed in accordance with workplace practices.
- 5.2 Quality control problems are identified and solved, or reported, in accordance with workplace practices.
- 5.3 Care and storage of product and resources is described in terms of workplace practices.

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 Documentation used as evidence of quality control checks is explained in terms of its purpose.

Element 6

Use reference material to ensure 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 Reference material applicable to the process and workplace is located.

6.2 Reference material is used in accordance with workplace practices to ensure machine operation and product use meet job requirements.

Element 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 Workplace activities that affect the environment are identified, and the effect of each is described.

7.2 Workplace practices that minimise any negative environmental effects are described.

Element 8

Demonstrate knowledge of supervisory skills in a print industry company.

Performance criteria

8.1 Supervision within a print industry company department is outlined 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.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact [Competenz info@competenz.org.nz](mailto:Competenz_info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.