Produce black and white and colour printed documents using a digital copier

Level	**3**
Credits	**15**

Purpose People credited with this unit standard are able to: prepare machine(s) for print; check electronic files for problems and/or faults in accordance with workplace practices; assemble job requirements, run job, and check output; undertake print finishing tasks and prepare job for despatch, and follow good work practices and housekeeping procedures in accordance with workplace practices.

Subfield	Printing
Domain	Digital Processes for Print
Status	Registered
Status date	26 January 2007
Date version published	12 December 2008
Planned review date	31 December 2011
Entry information	Recommended: Unit 23556, *Demonstrate knowledge of requirements for digital printing*, or demonstrate equivalent knowledge and skills.
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

1   It is expected that candidates undertaking this unit standard will complete a portfolio of work that indicates they have successfully completed the range of tasks specified in this unit standard.

2   Candidates will repeatedly produce a wide range of jobs from both electronic file and hard-copy. Jobs will include simple booklets, single page documents, flyers, multi-stock and double sided work.

3   The range of jobs will include both black and white and colour and must be completed within times set by the organisation and in accordance with established workplace procedures.

4   In element 4 the print finishing tasks to be undertaken will be of a simple nature and will include both on-line and off-line finishing. The candidate is not expected to operate complex binding and finishing machinery.

5   Candidates must follow any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, workplace health, safety and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, Resource Management Act 1991, Privacy Act 1993, Copyright Act 1994, and their subsequent amendments.

6   *Workplace practices* refer to the documented procedures for the machine or workplace.

7   The provisions of the Copyright Act 1994 must be adhered to at all times.

Elements and performance criteria

Element 1

Prepare machine(s) for print.

Performance criteria

1.1   Machine(s) are made ready to function in accordance with manufacturer's instructions and to ensure customer's requirements are met.

   Range   includes but is not limited to – calibrate for colour, sufficient and correct consumables, clean platen, correct output device selected.

1.2   Safety requirements have been met in accordance with manufacturer's instructions before print job is commenced and all warning lights are off.

Element 2

Check electronic files for problems and/or faults in accordance with workplace practices.

Performance criteria

2.1   File is received from customer, opened, and viewed.

2.2   Screen version of job is checked to ensure consistency with customer's requirements.

2.3   Proof is produced from file and signed off by customer.

2.4   Incorrect files or proofs are reported.

Element 3

Assemble job requirements, run job, and check output.

Range   electronic copy, hard copy.

Performance criteria

3.1   Appropriate stock is selected to meet the requirements of job, customer, and machine.

3.2   Quantity of stock is sufficient to complete the job.

3.3   Machine settings are identified and selected to meet the requirements of the job.

3.4   Job is run ensuring production speeds are maintained at a level that achieves the required quality and production standards while safety requirements for the machine and workplace are followed.

3.5   Any machine stoppages are attended to following the machine operating manual and in accordance with workplace practices.

3.6   Printed copies are checked during and at the completion of the print run ensuring that they meet both customer requirements and workplace standards.

Element 4

Undertake print finishing tasks and prepare job for despatch in accordance with workplace practices.

Range   includes, but is not limited to – stapling, binding, folding, laminating, guillotine, punching.

Performance criteria

4.1   The customer's print finishing requirements are determined from the job documentation.

4.2   Print finishing equipment is identified and selected to meet the job requirements.

4.3   Selected equipment is operated in accordance with manufacturer's instructions.

4.4   Problems arising from on-line print finishing are identified and rectified.

         Range   may include, but is not limited to – toner cracking when folding, adhesion differences for toners when laminating, wander in copying when guillotining/finishing, stapling/punching offset.

4.5   Job is completed and prepared for despatch to meet customer's requirements.

        Range   includes, but is not limited to – wrap, pack, label, stack.

Element 5

Follow good work practices and housekeeping procedures in accordance with workplace practices.

Performance criteria

5.1   Procedures for disposal and recycling of waste material are followed in accordance with workplace, local body, and product requirements.

5.2   Storage procedures for materials, consumables and equipment are followed in accordance with workplace, local body, and product requirements.

5.3   Repairs and adjustments required to ensure efficient operation of equipment are reported.

5.4   Area surrounding machine is kept clean and tidy.

5.5   Meter reads are recorded and other documentation maintained.

        Range   includes, but is not limited to – job sheets, time sheets, customer's originals.

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 if you wish to suggest changes to the content of this unit standard.