

Title	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; assemble job requirements, run job, and check output; undertake print finishing tasks and prepare job for despatch, and clean and maintain work area.
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Classification	Printing > Digital Processes for Print
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Available grade	Achieved
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Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
- Health and Safety at Work Act 2015;
 - Copyright Act 1994;
 - Privacy Act 2020;
 - Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

2 Definitions

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.

Job requirements refer to specific requirements for the print job at hand. These requirements may or may not be covered in the workplace job documentation and may include special instructions or quality requirements expected by the customer and/or the production standards of the print workplace and/or organisation.

Manufacturer's instructions refer to instructions provided by manufacturers of substances, equipment, and machinery. These instructions may include details on safe and correct handling, use and storage of substances and/or details on substance properties. Examples are labels on substance containers, product data sheets, and operator's manuals.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. 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, manufacturer’s requirements, 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 print sector.

3 Range

Jobs will include – electronic file, hardcopy, black and white, colour; simple booklets, single page documents, flyers, multi-stock and double-sided work; on-line and off-line finishing.

4 Assessment information

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. Candidates will repeatedly produce a wide range of jobs within the timeframes set by the organisation.

The candidate is not expected to operate complex binding and finishing machinery.

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Prepare machine(s) for print.

Performance criteria

1.1 Prepare machine(s) to function in accordance with manufacturer’s instructions and job requirements.

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

1.2 Meet safety requirements in accordance with manufacturer’s instructions before print job is commenced and all warning lights are off.

Outcome 2

Check electronic files for problems and/or faults.

Performance criteria

2.1 Receive file from customer, and open and view.

- 2.2 Check screen version of job to ensure customer requirements are met.
- 2.3 Produce proof from file and obtain sign off by customer.
- 2.4 Report incorrect files or proofs.

Outcome 3

Assemble job requirements, run job, and check output.

Range electronic copy, hard copy.

Performance criteria

- 3.1 Select appropriate stock to meet customer and job requirements.
- 3.2 Check quantity of stock is sufficient to meet the job requirements.
- 3.3 Identify and select machine settings to meet job requirements.
- 3.4 Run job safely and maintain production speeds to achieve the required quality and production standards.
- 3.5 Resolve any machine stoppages in accordance with the machine operating manual.
- 3.6 Check printed copies during and at the completion of the print run to ensure they meet job requirements.

Outcome 4

Undertake print finishing tasks and prepare job for despatch.

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

Performance criteria

- 4.1 Determine the customer's print finishing requirements from the job documentation.
- 4.2 Identify and select print finishing equipment to meet the job requirements.
- 4.3 Operate selected equipment in accordance with manufacturer's instructions.
- 4.4 Identify and rectify problems arising from on-line print finishing.

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 Complete job and prepare for despatch to meet customer's requirements.

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

Outcome 5

Clean and maintain work area.

Performance criteria

5.1 Follow procedures for disposal and recycling of waste material.

5.2 Follow storage procedures for materials, consumables and equipment.

5.3 Report repairs and adjustments required to ensure efficient operation of equipment.

5.4 Clean and tidy area surrounding machine.

5.5 Record meter reads and maintain other documentation.

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

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 July 2003	31 December 2025
Revision	2	15 October 2003	31 December 2025
Review	3	26 January 2007	31 December 2025
Revision	4	12 December 2008	31 December 2025
Review	5	30 March 2023	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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.