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| Title | Prepare and handle substrates for direct mail production | | |
| Level | 2 | Credits | 6 |

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| Purpose | People credited with this unit standard, in direct mail production, are able to demonstrate knowledge of substrates, and prepare and handle substrates. |
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| Classification | Printing > Direct Mail Production |
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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:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- 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 requirements refer to specific requirements for the print 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 of the workplace and/or organisation.

Specifications refer to a detail that defines an object being made; commonly communicated by annotated and dimensioned drawings; by written description, or by other communication media. External references may also be used to specify objects such as tables or industry standards.

Substrate refers to papers, boards, plastic or other material that images and/or text are printed onto.

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 Assessment information

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

Demonstrate knowledge of substrates used in direct mail production.

Performance criteria

- 1.1 Identify substrates commonly used in the production of direct mail and describe those used in the workplace.

Range may include but is not limited to –
paper – newsprints, offset, coated paper, carbonless, cover, synthetic/plastic, self adhesive, laser papers;
board – manilla, coated, corrugated;
labels – laser, adhesive, continuous, clear dots, sizes;
envelopes – window, standard, white, side seam, V-style, re-usable, sizes;
wraps – polybag, shrinkwrap, film wrap, weight, size, type, printed;
characteristics – grammage, calliper, size, job suitability, grain direction, colour, texture, surface finish, laser perf, micron.

- 1.2 Describe the characteristics of substrates used for direct mail production.

Range may include but is not limited to – grammage, calliper, moisture content, laser compatibility, coatings, grain direction, absorbency, pH, strength, colour, finish.

- 1.3 Describe the effects of conditions on substrates.

Range humidity, airflow.

Outcome 2

Prepare and handle substrates for direct mail production.

Range may include but is not limited to – paper, board, envelopes, labels, wraps, film.

Performance criteria

- 2.1 Identify substrate characteristics which are likely to cause problems.

- 2.2 Confirm substrate meets the requirements of job specifications.

- 2.3 Calculate substrate quantity, including overs, and confirm quantity issued against job specifications.

2.4 Condition substrates as necessary to meet job requirements.

2.5 Carry out handling and storage of substrates.

Range handling may include – clean working environment, clean hands, transporting methods, stacking, avoidance of damage to substrate, avoidance of personal injury;
storage may include – light, temperature, air flow control, relative humidity, age (stock rotation), ease of access.

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| 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 | 22 September 2004 | 31 December 2025 |
| Rollover | 2 | 12 December 2008 | 31 December 2027 |
| Review | 3 | 24 August 2023 | N/A |
| Revision | 4 | 27 February 2025 | N/A |

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| 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.