

## Prepare and handle substrates for direct mail production

**Level** 2

**Credits** 6

**Purpose** People credited with this unit standard are able to demonstrate knowledge of substrates used in direct mail production, and prepare and handle substrates for direct mail production.

**Subfield** Printing

**Domain** Direct Mail Production

**Status** Registered

**Status date** 22 September 2004

**Date version published** 12 December 2008

**Planned review date** 31 December 2009

**Entry information** Open.

**Accreditation** Evaluation of documentation 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>.

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### Special notes

- 1 All workplace practices must meet 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, Hazardous Substances and New Organisms Act 1996, Resource Management Act 1991, Privacy Act 1993, and their subsequent amendments.
- 2 *Workplace practices* refer to the documented procedures for the machine and/or workplace.

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## Elements and performance criteria

### Element 1

Demonstrate knowledge of substrates used in direct mail production.

#### Performance criteria

1.1 Substrates commonly used in the production of direct mail are identified and those used in the workplace are described.

Range may include but is not limited to –  
paper – bonds, newsprints, offset, coated paper, carbonless, cover, synthetic/plastic, self adhesive, laser papers;  
board – manila, 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 Substrates used for direct mail production are identified in terms of their characteristics.

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

1.3 Effects of conditions on substrates are described.

Range humidity, airflow.

### Element 2

Prepare and handle substrates for direct mail production.

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

#### Performance criteria

2.1 Substrate characteristics which are likely to cause problems are identified.

2.2 Substrate is confirmed as meeting the requirements of the job specifications.

2.3 Substrate quantity, including overs, is calculated and quantity issued is confirmed against job specifications.

2.4 Substrates are conditioned as necessary to ensure job requirements are met.

2.5 Handling and storage of substrates are carried out in accordance with workplace practices.

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

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**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.

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**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.