

## Use hand line skills for direct mail production

**Level** 3

**Credits** 8

**Purpose** People credited with this unit standard are able to: check documentation and confirm availability of required components; hand fold to meet job requirements; hand assemble using different methods; hand feed machinery; undertake mail sorting in accordance with workplace practices and to meet postal requirements; and prepare jobs for the next process and undertake post production tasks.

**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** Prerequisite: Unit 340, *Demonstrate knowledge of safe working practices in the printing and graphic pre-press industries*, 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>.

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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

Check documentation and confirm availability of required components.

#### Performance criteria

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported in accordance with workplace practices.
- 1.2 Components required for the job are checked against job documentation and their availability confirmed.
- Range any of the following to meet job requirements – job sample, layout or proof, substrates, product quantity, special instructions, adhesive, labels, plastic bags, wrapping material.
- 1.3 Availability of equipment, as determined by the job specifications, is confirmed.

### Element 2

Hand fold to meet job requirements.

#### Performance criteria

- 2.1 Sheets are aired, fanned, counted and knocked up by hand.
- 2.2 Hand folding is undertaken to meet the requirements of the job instruction sheet.

### Element 3

Hand assemble using different methods

Range collating, inserting, gathering.

#### Performance criteria

- 3.1 Methods of hand assembly are explained.
- 3.2 Jobs are hand assembled and knocked up using each method to meet the requirements of the job specifications.

## Element 4

Hand feed machinery.

Range at least two kinds of machinery must be used to meet the requirements of the job specifications;  
machinery may include but is not limited to – collator, sealer, binder, slitter, shrinkwrap, trim and burst.

### Performance criteria

- 4.1 Hand feeding is undertaken to meet the requirements of the job specifications and as instructed by the supervisor.
- 4.2 Safety procedures for the machinery being operated are explained and followed.

## Element 5

Undertake mail sorting in accordance with workplace practices and to meet postal requirements.

### Performance criteria

- 5.1 Importance of using post codes for bulk mailing is described and postal provider requirements for these are explained.
- 5.2 Mail is trayed and sorted by post code to meet postal requirements.  
  
Range standard mail, overseas mail, insufficient address.
- 5.3 Mail is labelled and documentation completed in accordance with postal requirements and workplace practices.

## Element 6

Prepare job for the next process and undertake post-production tasks.

### Performance criteria

- 6.1 Jobs are taken off the machinery.
- 6.2 Jobs are checked and verified for quality and prepared for the next process as required by the job instruction sheet.
- 6.3 Quantity is checked against job documentation and any discrepancies are rectified or reported in accordance with workplace practices.

- 6.4 Job documentation is completed as required in accordance with workplace practices.
- Range may include but is not limited to – job sheets/bags, track and trace courier forms, time sheets, electronic data storage, sample retention, quality forms.
- 6.5 Machinery is cleaned and maintained in accordance with workplace practices.
- 6.6 Waste control procedures are followed in accordance with workplace practices, local body and product requirements.
- Range recyclable waste, non-recyclable waste, waste disposal, security waste, hazardous waste.

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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.