

<b>Title</b>	<b>Use hand line skills for direct mail production</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard, in direct mail production, are able to: check documentation and confirm availability of required components; hand fold sheets; hand assemble using different methods; hand feed machinery; undertake mail sorting; and prepare jobs for the next process and undertake post production tasks.
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<b>Classification</b>	Printing > Direct Mail Production
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
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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 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.

*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.

*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.

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## Outcomes and performance criteria

### Outcome 1

Check documentation and confirm availability of required components for direct mail production.

#### Performance criteria

- 1.1 Check job documentation to ensure that all specifications for the process being undertaken are complete and report any discrepancies.
- 1.2 Check required job components against job documentation and confirm their availability.
  - Range requirements may include but is not limited to – job sample, layout or proof, substrates, product quantity, special instructions, adhesive, labels, plastic bags, wrapping material.
- 1.3 Confirm availability of equipment, as determined by the job specifications.

### Outcome 2

Hand fold sheets for direct mail production.

#### Performance criteria

- 2.1 Air, fan, count and knock sheets up by hand to meet job requirements.
- 2.2 Undertake hand folding in accordance with the job documentation.

### Outcome 3

Hand assemble using different methods for direct mail production.

Range collating, inserting, gathering.

**Performance criteria**

- 3.1 Explain methods of hand assembly.
- 3.2 Hand assemble jobs and knock up using each method to meet job specifications.

**Outcome 4**

Hand feed machinery for direct mail production.

Range machinery may include but is not limited to – collator, sealer, binder, slitter, shrinkwrap, trim and burst;  
evidence relating to two types of machinery is required.

**Performance criteria**

- 4.1 Undertake hand feeding to meet job specifications and supervisor's instructions.
- 4.2 Explain and follow safety procedures for machine operation.

**Outcome 5**

Undertake mail sorting for direct mail production.

**Performance criteria**

- 5.1 Describe the importance of using post codes for bulk mailing and explain postal provider requirements for these.
- 5.2 Tray and sort mail by post code to meet postal requirements.  
  
Range standard mail, overseas mail, insufficient address.
- 5.3 Label mail and complete documentation to meet postal requirements.

**Outcome 6**

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

**Performance criteria**

- 6.1 Take jobs off the machinery.
- 6.2 Check jobs and verify for quality and prepare for the next process in accordance with job documentation.
- 6.3 Check quantity against job documentation and rectify and report any discrepancies.

## 6.4 Complete job documentation.

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 Clean and maintain machinery.

## 6.6 Follow waste control procedures.

Range recyclable waste, non-recyclable waste, waste disposal, security waste, hazardous waste.

<b>Planned review date</b>	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 and Revision	2	12 December 2008	31 December 2027
Review	3	24 August 2023	N/A
Revision	4	27 February 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.