

Carry out inserter operator duties for direct mail production

Level 3

Credits 15

Purpose People credited with this unit standard are able to: follow safety requirements for the equipment being operated; check documentation and confirm availability of required components; maintain the folding unit in accordance with the operating manual and/or workplace practices; set up the inserting unit in accordance with workplace practices; operate the inserter; undertake mail sorting in accordance with workplace practices and postal requirements; and undertake post production tasks.

Subfield Printing

Domain Direct Mail Production

Status Registered

Status date 22 September 2004

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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>.

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.
- 3 The skills involved in operating an inserter for direct mail production are distinct in that the jobs are controlled by digital files that produce variable printed data (personalisation).

Elements and performance criteria

Element 1

Follow safety requirements for the equipment being operated.

Performance criteria

- 1.1 Equipment start up, shut down, and emergency procedures in the workplace are explained.
- 1.2 Hazards identified by the company are described, and procedures established for dealing with these are followed.
- 1.3 Potential hazards for the equipment being operated are identified and reported in accordance with workplace practices.

Element 2

Check documentation and confirm availability of required components.

Performance criteria

- 2.1 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.
- 2.2 Components required for the job are checked against job documentation and their availability confirmed.

Range may include but is not limited to – job sample, layout or proof, ink, substrates, special instructions, water, trays, cages, pallets, labels.
- 2.3 Availability of equipment, as determined by the job documentation, is confirmed.
- 2.4 Sample copies are assembled and checked to ensure that job requirements are met.

Element 3

Maintain the folding unit in accordance with the operating manual and/or workplace practices.

Performance criteria

3.1 Folding unit is cleaned to ensure trouble free operation.

3.2 Folding unit is set to meet job requirements.

Range folding unit – scanner, Optical Magnetic Recognition (OMR);
job requirements – bar code, check text, address carrier to fit
window.

Element 4

Set up the inserting unit in accordance with workplace practices.

Performance criteria

4.1 Inserter is set up to meet the requirements of the job specifications and as set out in the operating manual.

4.2 Batching, counting, and delivery systems are set to meet the requirements of the job specifications.

Element 5

Operate the inserter.

Performance criteria

5.1 Inserter is operated in accordance with workplace practices ensuring that job requirements are met.

Range running speed, required quality, safety.

5.2 The importance of quality control is explained and quality control checks are regularly undertaken throughout the production run.

5.3 Faults are recognised and rectified or reported in accordance with workplace practices.

Range may include but is not limited to – wrong count, unreadable
barcodes, order, incorrect feeding, crooked or damaged label.

5.4 Jobs are packed in accordance with workplace practices.

Element 6

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

Performance criteria

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

Element 7

Undertake post-production tasks.

Performance criteria

- 7.1 Quantity and other job requirements are checked against job documentation and any discrepancies are rectified or reported in accordance with workplace practices.
- 7.2 Job documentation is completed as required in accordance with workplace practices.
Range may include but is not limited to – job sheets, job bags, time sheets, electronic data storage, sample retention, quality forms.
- 7.3 Amendments and variations are noted on job documentation for future reference.
- 7.4 Equipment is cleaned and maintained in accordance with workplace practices.
- 7.5 Work areas are cleaned in accordance with workplace practices.
- 7.6 Waste control procedures are followed to meet workplace practices, and local body and product requirements.
Range recyclable waste, non-recyclable waste, security waste, hazardous waste.

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.

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.