

Title	Carry out laser printer operator duties for direct mail production		
Level	3	Credits	15

Purpose	People credited with this unit standard, in direct mail production, are able to: demonstrate knowledge of equipment safety requirements; check documentation and confirm availability of required components; demonstrate knowledge of the use of laser printers; operate a laser printer; and undertake post-production tasks.
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Classification	Printing > Direct Mail Production
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Available grade	Achieved
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Prerequisites	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.

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

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

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 equipment safety requirements for direct mail production.

Performance criteria

- 1.1 Explain equipment start up, shut down, and emergency procedures in the workplace.
- 1.2 Describe hazards, and follow relevant safety procedures.
- 1.3 Identify and report potential hazards for equipment being operated.

Outcome 2

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

Performance criteria

- 2.1 Check job documentation to ensure that all specifications for the process being undertaken are complete and report any discrepancies.

2.2 Check required job components against job documentation and confirm their availability.

Range may include but is not limited to – substrate, inks, job sample, layout or proof, product quantity, special instructions, product pallets, cartons, protective covers, labels, film, data, mail trays, cases.

2.3 Confirm availability of equipment, as determined by the job documentation.

2.4 Assemble samples and check they meet the job requirements.

Outcome 3

Demonstrate knowledge of the use of laser printers for direct mail production.

Performance criteria

3.1 Describe reasons for using a laser printer over other printing methods.

Range substrate, print area, high volume, high resolution, variable data.

3.2 Identify toners used in laser printers and describe the differences between these.

Range colour, mono.

3.3 Describe appropriate substrates for use in laser printers.

Range stock type, weight, size, grain direction, grammage, calliper, coatings.

3.4 Explain the importance of correct handling of paper before loading into printer.

Range fanning, aeration, drying, conditioning.

3.5 Explain the importance of correct handling of toners.

Outcome 4

Operate a laser printer for direct mail production.

Performance criteria

4.1 Retrieve prepared merged file to be printed and confirm against job specifications.

4.2 Set up and position file to be printed to meet job specifications.

4.3 Assemble and check samples to meet job specifications.

4.4 Operate laser printer and produce file to meet job specifications.

- 4.5 Undertake quality checks throughout the run and produce samples.
- 4.6 Identify printer hardware faults and printer related error messages and rectify or report faults and errors.
- 4.7 Prepare product for forwarding to the next process.
- Range trays, stacking, batch numbers.

Outcome 5

Undertake post-production tasks for direct mail production.

Performance criteria

- 5.1 Check quantity and other job requirements against job documentation and rectify or report any discrepancies.
- 5.2 Complete job documentation.
- Range may include but is not limited to – job sheets, job bags, time sheets, sample retention, quality forms, merge sheets.
- 5.3 Note amendments and variations on job documentation for future reference.
- 5.4 Remove and dispense overs from machine in accordance with job requirements.
- 5.5 Clean and maintain printer to ensure output meets quality production standards.
- 5.6 Clean work areas.
- 5.7 Follow waste control procedures.
- Range recyclable waste, non-recyclable waste, security waste, hazardous waste.

Planned review date	31 December 2028
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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 2025
Review	3	24 August 2023	N/A

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.