

Carry out laser printer 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; demonstrate knowledge of the use of laser printers for direct mail production; operate a laser printer for direct mail production; 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>.

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 laser printer 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 – substrate, inks, job sample, layout or proof, product quantity, special instructions, product pallets, cartons, protective covers, labels, film, data, mail trays, cases.
- 2.3 Availability of equipment, as determined by the job documentation, is confirmed.
- 2.4 Samples are assembled and checked to ensure that job requirements are met.

Element 3

Demonstrate knowledge of the use of laser printers.

Performance criteria

- 3.1 Reasons for using a laser printer over other printing methods for direct mail production are stated.
- Range substrate, print area, high volume, high resolution, variable data.
- 3.2 Toners used in laser printers are named and the differences between these are described.
- Range magnetic ink character recognition (MICR), non-MICR, colour.
- 3.3 Substrates appropriate for use in laser printers are identified.
- Range stock type, weight, size, grain direction, grammage, calliper, coatings.
- 3.4 Importance of correct handling of paper before loading into printer is explained.
- Range fanning, aeration, drying, conditioning.
- 3.5 Importance of correct handling of toners is explained.

Element 4

Operate a laser printer for direct mail production.

Performance criteria

- 4.1 File is downloaded and data to be printed is identified and confirmed against job specifications.
- 4.2 Data to be printed is set up and positioned to meet job specifications.
- 4.3 Samples are assembled and checked to ensure the requirements of the job specifications are met.
- 4.4 Laser printer is operated ensuring data is produced to meet job specifications and in accordance with workplace practices.
- 4.5 Quality checks are undertaken throughout the run and samples produced in accordance with workplace practices.
- 4.6 Printer hardware faults and printer related error messages are identified and rectified or reported in accordance with workplace practices.

4.7 Product is prepared for forwarding to the next process.

Range trays, stacking, batch numbers.

Element 5

Undertake post-production tasks.

Performance criteria

5.1 Quantity and other job requirements are checked against job documentation and any discrepancies are rectified or reported in accordance with workplace practices.

5.2 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, sample retention, quality forms, merge sheets.

5.3 Amendments and variations are noted on job documentation for future reference.

5.4 Overs are removed from machine and dealt with in accordance with workplace practices and/or job requirements.

5.5 Printer is cleaned and maintained to ensure output meets quality production standards.

5.6 Work areas are cleaned in accordance with workplace practices.

5.7 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 if you wish to suggest changes to the content of this unit standard.