

Demonstrate knowledge of the print industry

Level 2

Credits 7

Purpose People credited with this unit standard are able to: demonstrate knowledge of organisations, training agreements, and legislation relevant to the print industry; explain the importance of confidentiality; demonstrate knowledge of the main printing and finishing processes and the importance of monitoring new developments in print-related technology; demonstrate knowledge of workflow production of a print company; follow written instructions and complete forms as required by a print industry company; use instruction marks applicable to the process being undertaken; and use reference material to ensure procedures are followed and required standards are met.

Subfield Printing

Domain Printing Production

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation 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 Candidates must follow any applicable and recognised codes of practice, and documented business health, safety, and environmental procedures for personal, product, and business health, safety and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, Privacy Act 1993, Copyright Act 1994, Defamation Act 1992, Films, Videos, and Publications Classification Act 1993, and their subsequent amendments.

2 Definitions

company procedures refer to the documented procedures set down by the company;
required standards refer to the production standards set down by the workplace, and the quality standards expected by the customer for the finished product;
print industry includes all sectors involved in print and packaging industries including – pre-production, production, and post-production activities, suppliers and distributors. The sectors include – graphic pre-press, digital output sheet-fed, reel-fed, screen, binding and finishing, fibreboard packaging;
workplace practices refer to the documented procedures for the machine and/or workplace.

Elements and performance criteria

Element 1

Demonstrate knowledge of organisations and training agreements relevant to the print industry.

Performance criteria

- 1.1 Industry, employer and union groups, and industry training organisations are identified and their functions outlined.
- 1.2 The principal conditions applying to training agreements are summarised.
- Range commencement date, term of training agreement, requirements for each level of training, responsibilities of employer and learner.

Element 2

Demonstrate knowledge of legislation relevant to the print industry.

Performance criteria

- 2.1 Acts which apply to printing are stated and their effects on the print and print-related industries are explained.
- Range Copyright Act 1994; Films, Videos and Publications Classification Act 1993; Defamation Act 1992; Privacy Act 1993; Health and Safety in Employment Act 1992; Injury Prevention, Rehabilitation, and Compensation Act 2001.
- 2.2 Requirements for meeting the expectations of copyright law are described.
- Range may include but is not limited to – software, images, text, fonts.

Element 3

Explain the importance of confidentiality.

Performance criteria

- 3.1 Importance of maintaining confidentiality is explained in terms of the business affairs of the company's clients.
- 3.2 Importance of maintaining confidentiality is explained in terms of the company's business.
- 3.3 Compliance with the Privacy Act 1993 is explained in relation to confidentiality of information within the workplace.

Element 4

Demonstrate knowledge of the main printing and finishing processes.

Performance criteria

- 4.1 Different printing processes used in the print industry are described.

Range may include but is not limited to – offset, flexographic, screen printing, digital processes, letterpress, gravure.
- 4.2 Appropriateness of the different printing processes available is explained in terms of meeting the customer's requirements.

Range may include but is not limited to – quality of job, time-frame, substrate, quantity of run, cost, end use.
- 4.3 Different finishing processes used in the print industry are described.

Range may include but is not limited to – binding, laminating, embossing, varnishing, collating, mounting, folding, creasing, indexing, die cutting, foiling.

Element 5

Demonstrate knowledge of the importance of monitoring new developments in print-related technology.

Performance criteria

- 5.1 Sources of information for new developments in print-related technologies are identified.

5.2 Reasons for monitoring technological changes are explained in terms of the print and print-related industries.

Range changes may include but are not limited to – printing, finishing, inks and toners, substrates, colour and colour management, software, computing technologies.

Element 6

Demonstrate knowledge of workflow production of a print company.

Performance criteria

6.1 Flow of work from the time a job is raised through pre-press, press, post-press and distribution is described in terms of operation.

6.2 A selected job undertaken in the workplace is explained in terms of its workflow from start to finish.

Element 7

Follow written instructions and complete forms as required by a print industry company.

Performance criteria

7.1 Job instruction sheets and associated written instructions are followed.

7.2 Forms are completed in accordance with workplace practices.

Range may include but is not limited to – time sheets, order forms, requisition forms.

Element 8

Use instruction marks applicable to the process being undertaken.

Performance criteria

8.1 Instruction marks used are recognised, and their purpose explained.

Element 9

Use reference material to ensure procedures are followed and required standards are met.

Range may include but is not limited to – trade publications, instruction manuals, maintenance manuals, spare parts, manuals, videos, DVDs, product specification information.

Performance criteria

9.1 Reference material applicable to the production process being undertaken is located.

- 9.2 Reference material is used to ensure machine operation and product meet required standards.

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.