

Title	Manage the procurement of goods or services in the print industry		
Level	5	Credits	20

Purpose	<p>This unit standard is intended for people working towards a management role in the print industry.</p> <p>People credited with this unit standard are able to: explain the need for a procurement plan in the print industry, and identify ancillary components and consumables required for procurement; prepare and implement a procurement plan for a print company; and evaluate goods or services supplied for a print company.</p>
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Classification	Printing > Print Industry Management
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Available grade	Achieved
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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:
- Health and Safety at Work Act 2015;
 - 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

Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

Goods refers to major machinery or equipment, and related fittings, printing machines, binders, computer hardware, folding machines, cutting machines, gluing machines, pre-press equipment.

Print industry refers to 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, and fibreboard packaging.

Print company is a production company within any of the print industry sectors.

Services refers to computing, finishing, pre-press, distribution and freight, marketing, consultancy, installation of equipment, installation or implementation of systems.

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 accepted industry practices, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Explain the need for a procurement plan in the print industry, and identify ancillary components and consumables required for procurement.

Performance criteria

- 1.1 Explain the need for a procurement plan.
- 1.2 Identify ancillary components and consumables required for procurement to ensure that the print company’s requirements are met without the need for unplanned procurement.

Outcome 2

Prepare and implement a procurement plan for a print company.

Range evidence of one major goods or service required by a print company.

Performance criteria

- 2.1 Specify the means of procurement, triggers for procurement and procurement criteria to meet print company’s requirements.

Range means of procurement may include but are not limited to – selective procurement, quotations, closed tendering, open tendering, single stage tendering, multiple stage tendering; triggers for procurement may include but are not limited to – order level, budget, cash flow, stock levels, timing, quality management; procurement criteria may include but are not limited to – name, quantity, materials, dimensions, function, performance characteristics, grade, properties, lead times.

- 2.2 Specify potential suppliers and a timeframe for supply to meet the print company’s requirements.

- 2.3 Document procurement criteria in accordance with established practices of potential suppliers.
- 2.4 Specify the number of quotations to be sought.
- 2.5 Provide information to potential suppliers.
- Range may include but is not limited to – requirements for format, content, timing, communication method.
- 2.6 Select the preferred supplier and progress orders.
- 2.7 Implement best practice principles for procurement based on the plan.
- Range may include but is not limited to – foresight, simplicity, economy, measurement, cooperation, communication, contract, training, ethics, sustainability.

Outcome 3

Evaluate goods or services supplied for a print company.

Performance criteria

- 3.1 Identify supplied goods or services and compare them against the procurement criteria, and determine if they are fit for purpose.
- 3.2 Process non-conforming goods or services.
- 3.3 Complete documentation relating to the acceptance or rejection of goods or services.

Planned review date	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	12 December 2008	31 December 2022
Rollover and Revision	2	31 May 2018	31 December 2025
Review	3	23 July 2020	31 December 2025
Review	4	30 March 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 assessment standard.