

Title	Undertake digital imaging for digital processes for print		
Level	4	Credits	20

Purpose	People credited with this unit standard are able to: select, source, and download images; create and manipulate digitised images; and edit, save and print images.
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Classification	Printing > Digital Processes for Print
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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:

- Copyright Act 1994;
- 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

Image manipulation techniques refer to the software features that are used to manipulate images to meet job requirements.

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 print 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.

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 of ten jobs using a variety of images and manipulation techniques must be presented as evidence of competency. The documents to be presented for evidence of competency will be chosen by the candidate in consultation with the assessor or training supervisor, to ensure they reflect the required range of skills.

Evidence presented for assessment against this unit standard must meet the job requirements and 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

Select, source, and download images.

Performance criteria

1.1 Select images to suit the job.

Range images include but are not limited to – pre-printed, photographs, transparencies, illustrations, line work.

1.2 Source images from the input devices available.

Range input devices may include but are not limited to – scanner, digital camera, internet, USB, video; evidence from two input devices is required.

1.3 Select the input device from those available in the workplace and configure to meet the job requirements.

1.4 Download and open images ready for adjustment and preparation for printing.

Outcome 2

Create and manipulate digitised images.

Performance criteria

2.1 Adjust images to meet photographic specifications.

Range includes but is not limited to – colour casts, scratches/spots removed, red eye removal, resolution, size, colour space, levels/curves, tonal range, brightness, contrast, lightness, composition, moiré patterns.

2.2 Manipulate images using a range of digital tools available in the workplace.

Range may include but is not limited to – use of layers, masks, selection tools, blends, clone, text, brush, pen; evidence of five digital tools is required.

2.3 Create new images from existing images to suit the job requirements, using image manipulation techniques.

Range image manipulation techniques include but are not limited to – transformations, use of filters and effects, montages, illustrations, stitching, changing canvas size; evidence of 10 new images which have been created using a range of techniques is required.

2.4 Prepare clear-cut images (images with a clipping path) for use in a printed publication.

2.5 Format and save images.

Outcome 3

Edit, save and print images.

Performance criteria

3.1 Edit images as required.

Range may include but is not limited to – size, proportion, tone, brightness, contrast, colours, resolution, composition, cropping, grey component removal (GCR), undercolour removal (UCR), unsharp masking (USM), change of colour space conversion.

3.2 Save images in the appropriate format and resolution to meet the job requirements.

3.3 Approve images for final print output, print and file.

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 2027
Review	2	30 March 2023	N/A
Revision	3	27 February 2025	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.