

<b>Title</b>	<b>Make protective enclosures for bookbinding</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; demonstrate knowledge of the different types and styles of protective enclosures and materials used to cover them; select and use hand tools and equipment for making a protective enclosure; select, measure, and cut materials; and assemble, cover, and finish a protective enclosure to meet the job requirements.
----------------	---

<b>Classification</b>	Printing > Binding and Finishing
-----------------------	----------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

<b>Prerequisites</b>	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
----------------------	--

---

### Guidance Information

- 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, and its subsequent amendments.
- 2 For the purposes of this unit standard *protective enclosures* refers to custom made boxes or enclosures produced by hand for the protection of books; storage of archival material, maps, and drawings; and presentation.
- 3 Candidates will submit for evidence one simple protective enclosure which will include a slipcase or an envelope, and one complex protective enclosure which will include a dropbox, cylinder, solander, or chocolate box.
- 4 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 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 as set down by the workplace;  
*Workplace practices* refer to the documented procedures for the machine and/or workplace.

---

## Outcomes and performance criteria

### Outcome 1

Check documentation and confirm requirements for the job are available.

#### Performance criteria

- 1.1 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.
- 1.2 Components required for the job are checked against the job documentation and their availability confirmed.
- 1.3 Availability of equipment, as determined from the job documentation, is confirmed.

### Outcome 2

Demonstrate knowledge of the different types and styles of protective enclosures and materials used to cover them.

#### Performance criteria

- 2.1 Different types and styles of protective enclosures are explained in terms of their suitability for specific purposes.  
  
Range includes but is not limited to – slipcase, envelope, dropbox, cylinder, solander, chocolate box.
- 2.2 Different types of materials used for covering protective enclosures are described in terms of their characteristics.  
  
Range materials may include but are not limited to – pH neutral materials, leather, linen, buckram, paper, cloth, textiles.

### Outcome 3

Select and use hand tools and equipment for making a protective enclosure.

#### Performance criteria

- 3.1 Hand tools, as available in the workplace, are selected and used as required for the job.
- 3.2 Hand knives are sharpened in accordance with workplace practices.

3.3 Brushes are kept clean and moist to ensure ease of use and extended life.

#### **Outcome 4**

Select, measure, and cut materials.

##### **Performance criteria**

4.1 Purpose for which the protective enclosure is required is determined from the job documentation.

4.2 Materials are selected to meet the job requirements.

Range boards for box, covering materials, decorative materials, lining materials.

4.3 Materials most appropriate for the job are selected, measured and cut to correct size ensuring adequate allowance for turn-in requirements.

#### **Outcome 5**

Assemble a protective enclosure to meet the job requirements.

##### **Performance criteria**

5.1 Method of assembly is determined from the job documentation.

5.2 Adhesives are selected and used to suit the materials and the job requirements.

Range consider – flexibility, temperature, working time, life, humidity, economy, viscosity, strength, acidity, previous printing processes, speed of drying.

5.3 Protective enclosure is assembled to meet the job requirements, and is dried in accordance with workplace practices.

5.4 Check is undertaken to ensure that all corners are smooth and free from protrusions or rough edges.

#### **Outcome 6**

Cover and finish a protective enclosure to meet the job requirements.

##### **Performance criteria**

6.1 Covering material is glued to the base removing any wrinkles that have formed.

6.2 Corners are cut, and paper flaps folded around the edges and glued ensuring a wrinkle-free surface is achieved.

6.3 Lining paper is applied inside the base and lid to cover the board.

6.4 Protective enclosure is dried in accordance with workplace practices.

6.5 Protective enclosure is finished.

Range includes – decorative, embellishments, ribbon for book removal, blocking, tooling, lettering.

<b>Replacement information</b>	This unit standard, unit standard 3665, unit standard 3666, unit standard 3667, unit standard 3669, and unit standard 17932, were replaced by unit standard 32064 and unit standard 32065.
--------------------------------	--

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	12 December 2008	31 December 2015
Review	2	19 July 2012	31 December 2022
Review	3	26 March 2020	31 December 2022

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.