

## Make ready and print four colour process sheet-fed offset work

**Level** 4

**Credits** 35

**Purpose** People credited with this unit standard are able to: make ready a sheet-fed offset printing press for four colour process work in accordance with workplace practices; print four colour process sheet-fed offset work in accordance with workplace practices; check job is complete before wash-up and undertake post-press tasks in accordance with workplace practices; and make adjustments to press and equipment for sheet-fed offset printing in accordance with workplace practices.

**Subfield** Printing

**Domain** Printing - Sheet-Fed

**Status** Registered

**Status date** 18 June 2010

**Date version published** 18 June 2010

**Planned review date** 31 December 2015

**Entry information** Prerequisite: Unit 340, *Demonstrate knowledge of safe working practices in the print industry*, or demonstrate equivalent knowledge and skills.  
  
Recommended: Unit 26319, *Print spot colour close register sheet-fed offset work*, or demonstrate equivalent knowledge and skills.

**Replacement information** This unit standard replaced unit standard 3715 and unit standard 3716.

**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>.

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## 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, and its subsequent amendments.
- 2 For assessment against this unit standard candidates must submit a portfolio of a minimum of four production jobs that have been printed in four colour process. The portfolio must include work for a minimum sheet size of A3 with additional spot colour using a variety of stock and sizes, halftones and solids, reversed out type, colour matching, text and photographs, vignettted tints and type on full sheet.
- 3 Candidates undertaking this unit standard must provide evidence of normal colour vision. Further information on Competenz's policy for colour vision can be obtained from Competenz, PO Box 9005, Newmarket, Auckland 1149 or <http://www.competenz.org.nz/>
- 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 factory orders, production orders, factory 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;  
*spot colour* refers to a colour that is added in a specific region of a printed sheet, used to highlight individual page elements such as logos or headlines;  
*workplace practices* refer to the documented procedures for the machine and/or workplace.

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## Elements and performance criteria

### Element 1

Make ready a sheet-fed offset printing press for four colour process work in accordance with workplace practices.

### Performance criteria

- 1.1 Sequence order of inks is determined to meet the job requirements.
- 1.2 Make ready is carried out for four colour process work.
- 1.3 Quality of tonal values and secondary colours produced meets the job requirements.

## Element 2

Print four colour process sheet-fed offset work on a sheet-fed offset press in accordance with workplace practices.

### Performance criteria

- 2.1 Four colour process work is printed to meet the job requirements.
- Range may include but is not limited to – proofs, progressives, customer standards, company standards.
- 2.2 Densitometer is used to determine colour consistency, dry back, dot gain and ink trapping.
- 2.3 Production standards are maintained throughout the print runs.

## Element 3

Check job is complete before wash-up and undertake post-press tasks in accordance with workplace practices.

### Performance criteria

- 3.1 Quantity printed is checked against job documentation before wash-up is commenced or plates are removed from cylinders.
- 3.2 Any discrepancies in quantity are rectified or reported.
- 3.3 Correct shut-down sequence is followed.
- 3.4 Job documentation is completed.
- 3.5 Amendments and variations are noted on the job documentation for future reference.
- 3.6 Other post-press tasks are carried out as required by the job documentation.
- Range indicate lay and grip edge, knock up and sort job, prepare for forwarding to next process, file plates.

## Element 4

Make adjustments to press and equipment for sheet-fed offset printing in accordance with workplace practices.

### Performance criteria

- 4.1 Printing press and auxiliary equipment adjustments and repairs required for optimum operation are identified while carrying out inspection and maintenance.
- Range may include – ink delivery and control system, rollers, damping system, press cylinders, feeder, sheet transfer system, register system, delivery system.
- 4.2 Identified adjustments and repairs are carried out or reported.
- 4.3 Measuring gauges and instruments available in the workplace are adjusted and calibrated.

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### 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.

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### 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.