Title	**Produce dynamic documents containing variable data using a digital printer**		
Level	3	**Credits**	10

Purpose	People credited with this unit standard are able to: check job documentation, and prepare machine and files for printing dynamic documents with variable data; print dynamic documents; and undertake print finishing tasks and prepare jobs for despatch.

Classification	Printing > Digital Processes for Print

Available grade	Achieved

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
Dynamic document is a document linked to a database or spreadsheet which enables the printing of personalised documents. For the purposes of this unit standard a dynamic document is used to support changes in text, graphics and layout.
Graphics refer to images, illustrations, charts, graphs, and/or tables.
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 print job at hand. These requirements may or may not be covered in the workplace job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the print workplace and/or organisation.
Specifications refers 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
Candidates will submit a portfolio of work that indicates they have successfully completed the range of tasks specified. Candidates will repeatedly produce, from electronic files, a range of jobs which use graphics, text and data dynamically.

Evidence presented for assessment against this unit standard 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

Check job documentation, and prepare machine and files for printing dynamic documents with variable data.

Performance criteria

1.1   Check job documentation to ensure that all specifications for the process being undertaken are complete and report any discrepancies.

1.2   Make ready machine to meet the job requirements.

        Range   includes but is not limited to – calibrate for colour, sufficient and correct consumables, correct output device(s) selected, required fonts installed.

1.3   Open and view files received from customer, and check to ensure all necessary information is included.

        Range   file types may include but are not limited to – graphics, design, text, data;
checks include – printability, completeness, data accuracy, inclusion of required graphical assets.

1.4   Assemble dynamic documents and set up for print.

1.5   Check screen versions of jobs against job documentation to ensure consistency with job requirements.

1.6   Produce printed proofs and sign off for each job.

1.7 Report incorrect or incomplete data files or proofs.

Outcome 2

Print dynamic documents.

Performance criteria

2.1 Run jobs and maintain production speeds at a level that achieves the required quality and production standards.

2.2 Check variable data throughout the print run for accuracy and completeness.

2.3 Attend to any machine stoppages.

2.4 Check printed copies during and at the completion of the print run and ensure printed sheets are presented in the correct format for the finishing process, and meet the job requirements.

2.5 Store electronic files.

Outcome 3

Undertake print finishing tasks and prepare jobs for despatch.

Range   on-line, off-line
          tasks include but are not limited to – folding, laminating, guillotining, stapling, punching, personalised hand finishing.

Performance criteria

3.1 Determine print finishing requirements from the job documentation, and operate any equipment required following the instructions in the operating manual.

3.2 Identify and rectify problems arising from print finishing tasks.

    Range   may include but is not limited to – toner cracking when folding, adhesion differences for toners when laminating, wander in copying when guillotining or finishing, offset in stapling or punching, collating.

3.3 Complete and maintain job documentation.

    Range   may include but is not limited to – meter reads, job sheets, time sheets, customer's originals.

3.4 Prepare jobs for despatch.

Planned review date	31 December 2027

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 October 2010	31 December 2027
Review	2	30 March 2023	N/A
Revision	3	27 February 2025	N/A

Consent and Moderation Requirements (CMR) reference	0013

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.