

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

Purpose	People credited with this unit standard are, in accordance with workplace practices, able to: check job documentation, and prepare machine and files for printing dynamic documents with variable data; print dynamic documents to meet job requirements; and undertake print finishing tasks and prepare jobs for despatch.
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Classification	Printing > Digital Processes for Print
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Available grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 23556, <i>Demonstrate knowledge of requirements for digital printing</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 Candidates must follow 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, Resource Management Act 1991, Privacy Act 1993, Copyright Act 1994, and their subsequent amendments.
- 2 For assessment against this unit standard candidates will submit a portfolio of work that indicates they have successfully completed the range of tasks specified.
- 3 Candidates will repeatedly produce, from electronic files, a range of jobs which use graphics, text and data dynamically. The jobs will be completed in accordance with established workplace practices.
- 4 In outcome 3 the print finishing tasks may be undertaken either on-line or off-line and may include but are not limited to – folding, laminating, guillotining, stapling, punching, personalised hand finishing.

5 Definitions

a *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;

job requirements refer to specific requirements for the 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 workplace and/or company;

workplace practices refer to the documented procedures for the machine and/or workplace.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 1.2 Machine is made ready to ensure job requirements are met.
- Range includes but is not limited to – calibrate for colour, sufficient and correct consumables, correct output device(s) selected, required fonts installed.
- 1.3 Files received from customer are opened, viewed, and checked 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 Dynamic documents are assembled and set up for print.
- 1.5 Screen versions of jobs are checked against job documentation to ensure consistency with job requirements.
- 1.6 Printed proofs are produced and signed off for each job.
- 1.7 Incorrect or incomplete data files or proofs are reported.

Outcome 2

Print dynamic documents to meet job requirements in accordance with workplace practices.

Evidence requirements

- 2.1 Jobs are run ensuring production speeds are maintained at a level that achieves the required quality and production standards.
- 2.2 Variable data is checked throughout the print run for accuracy and completeness.
- 2.3 Any machine stoppages are attended to.
- 2.4 Printed copies are checked during and at the completion of the print run.
- 2.5 Electronic files are stored.

Outcome 3

Undertake print finishing tasks and prepare jobs for despatch in accordance with workplace practices.

Evidence requirements

- 3.1 Print finishing requirements are determined from the job documentation, and any equipment required is operated following the instructions in the operating manual.
- 3.2 Problems arising from print finishing tasks are identified and rectified.

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 Job documentation is completed and maintained.

Range may include but is not limited to – meter reads, job sheets, time sheets, customer's originals.
- 3.4 Jobs are prepared for despatch.

Planned review date	31 December 2014
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 October 2010	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0005
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This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (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 granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent 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.

Comments on this unit standard

Please contact Competenz info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.