

Title	Identify and operate stand-alone finishing equipment in a retail digital print environment and prepare jobs for despatch		
Level	3	Credits	10

Purpose	People credited with this unit standard are able to identify, set up, and operate stand-alone finishing equipment in a digital print environment, 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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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;
- 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

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.

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 Range

A portfolio of evidence showing a minimum of 15 different types of jobs completed using at least five different pieces of finishing equipment is to be presented. Finishing equipment may include but is not limited to – electronic guillotine, wiro binder, punch, folder, creaser, hot or cold laminator, shrink wrap, picture mounter, book binder.

This unit standard is not suitable for any on-line finishing process.

4 Assessment information

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

Identify and set up stand-alone finishing equipment in a retail digital print environment.

Performance criteria

1.1 Identify equipment to be used from the job requirements.

1.2 Identify safety requirements for the equipment and follow safety procedures.

Range may include but is not limited to – hazards, personal protective clothing, workplace processes, emergency stop.

1.3 Set up equipment to meet the job requirements.

Outcome 2

Operate stand-alone finishing equipment in a retail digital print environment and prepare jobs for despatch.

Performance criteria

2.1 Operate equipment to ensure job requirements are met.

2.2 Shut down and clean equipment.

2.3 Complete job documentation.

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

2.4 Prepare jobs for despatch.

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	22 October 2010	31 December 2025
Review	2	30 March 2023	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.