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

Purpose	This unit standard has been developed for people training or working in a retail digital print environment. People credited with this unit standard are, in accordance with workplace practices, able to identify, set up, and operate stand-alone finishing equipment in a digital print environment, and prepare jobs for despatch.

Classification	Printing > Digital Processes for Print

Available grade	Achieved

Explanatory 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, and workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, Copyright Act 1994, Resource Management Act 1991, and their subsequent amendments.

2   Five pieces of stand-alone finishing equipment are to be identified and operated safely. Examples of equipment suitable for assessment against this unit standard are – 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.

3   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.

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;
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 equipment and/or workplace.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

1.1   Equipment to be used is identified from the job requirements.

1.2   Safety requirements for the equipment are identified and safety procedures are followed.

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

1.3   Equipment is set up to meet the job requirements.

Outcome 2

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

Evidence requirements

2.1   Equipment is operated ensuring the job requirements are met.

2.2   Equipment is shut down and cleaned.

2.3   Job documentation is completed and maintained.

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

2.4   Jobs are prepared for despatch.

Planned review date	31 December 2014

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

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.