

<b>Title</b>	<b>Write signs manually</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	<p>This unit standard is for people working in the signmaking industry.</p> <p>People credited with this unit standard are able to: plan and prepare to write signs manually; select method and layout signs; write signs manually; and clean equipment and work area.</p>
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<b>Classification</b>	Printing > Signmaking
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 1 Definitions

*Client* refers to customers for whom signmaking services are rendered.

*Company procedures* refer to the documented procedures used by the organisation carrying out the work and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality assurance procedures, housekeeping standards, charging of time and materials, management of drawings and documentation, procedures to comply with legislative and local body requirements.

*Accepted industry practice* refers to codes of practice and standardised procedures accepted by the wider signmaking industry as examples of best practice.

*Layout methods* may refer to – projection, grid layout, pounce, freehand.

*Substrates* may refer to – corflute, glass, masonry, metals, plastics, wood.

*Tools, equipment and materials* may refer to – craft knives; Mahl stick; signwriting pens, pencils and brushes; stirring sticks; tapes; work pots; paints.

#### 2 Range

Evidence is required of a minimum of two different signs.

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### Outcomes and performance criteria

#### Outcome 1

Plan and prepare to write signs manually.

**Performance criteria**

- 1.1 Job specifications are identified in accordance with the client's brief, and/or any drawings.
- 1.2 Tools, equipment, materials and methods are selected to carry out tasks to meet job specifications in accordance with company procedures and accepted industry practice.

**Outcome 2**

Select layout method and lay out signs.

**Performance criteria**

- 2.1 Layout method is planned and selected to suit job specifications in accordance with company procedures and industry practice.  
  
Range        substrate, design complexity, accuracy, size.
- 2.2 Sign is laid out on surface ready for painting in accordance with job specifications and company procedures and accepted industry practice.

**Outcome 3**

Write signs manually.

**Performance criteria**

- 3.1 Paint is selected and used to meet substrate, gloss and durability requirements in accordance with accepted industry practice.
- 3.2 Brushes to suit surface properties are selected and used to meet substrate surface and job requirements in accordance with accepted industry practice.
- 3.3 Completed sign is checked against the job specifications in accordance with company procedures.

**Outcome 4**

Clean equipment and work area.

**Performance criteria**

- 4.1 Equipment is cleaned and stored in accordance with company procedures.
- 4.2 Work site is cleaned and waste removed in accordance with company procedures.

<b>Replacement information</b>	This unit standard replaced unit standard 1047.
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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2012	31 December 2016
Revision	2	16 April 2015	31 December 2022
Review	3	20 April 2017	31 December 2022
Rollover	4	17 August 2017	31 December 2022

<b>Consent and Moderation Requirements (CMR) reference</b>	0005
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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expiring**