

Title	Produce jobs on a digital press		
Level	4	Credits	35

Purpose	People credited with this unit standard are able to: work with customer to determine and understand job requirements; set up a digital press to produce jobs; produce jobs on a digital press; and undertake post press tasks in accordance with workplace practices.
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Classification	Printing > Digital Processes for Print
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Available grade	Achieved
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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 includes a range of six different jobs.
- 3 Definitions:
 - customer* refers to either an external customer or an internal customer such as an Account Manager;
 - 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 job at hand. These requirements may or may not be covered in the workplace job documentation and may include special instructions or quality requirements expected by the customer and/or the production standards of the workplace and/or company;
 - workplace practices* refer to the documented procedures set down for the machinery and/or workplace.

Outcomes and evidence requirements

Outcome 1

Work with customer to determine and understand job requirements.

Evidence requirements

- 1.1 Job requirements are discussed and evaluated with the customer to ensure best options for the job are selected.
- Range explaining production options; interpreting specifications; describing potential issues with stocks, image quality or colour; explaining economic factors.
- 1.2 Proposal is prepared and presented to the customer in accordance with workplace practices.
- Range files, substrates, delivery, workflow.

Outcome 2

Set up a digital press to produce jobs.

Evidence requirements

- 2.1 File is identified, downloaded and prepared for printing in accordance with workplace practices.
- 2.2 Any data to be printed is identified and confirmed against job documentation.
- 2.3 Digital press is set up in accordance with workplace practices and to meet job requirements.
- Range includes but is not limited to – preventative maintenance routines, substrates, calibration, printer consumables, colour proofs.
- 2.4 Data to be printed is set up and positioned to meet job requirements.
- 2.5 Trial run is undertaken in accordance with workplace practices.
- 2.6 Samples are assembled and checked to ensure job requirements are met.

Outcome 3

Produce jobs on a digital press.

Evidence requirements

- 3.1 Digital press is operated in accordance with manufacturer and workplace practices ensuring job requirements are met.

Range efficiency, time frame, machine speed, quality.

3.2 Quality checks are undertaken throughout the print run to ensure acceptable levels of variation from proofs are achieved.

Range includes but is not limited to - colour, tonal values, inks, substrate, registration, image consistency against proof, variable data elements, waste minimisation.

3.3 Press hardware faults and press related error messages are identified and rectified or reported in accordance with workplace practices.

3.4 By-products of the production process are managed or disposed of in accordance with workplace practices.

3.5 Product is prepared for forwarding to the next process.

Outcome 4

Undertake post press tasks in accordance with workplace practices.

Evidence requirements

4.1 Quantity printed is checked against job documentation and any discrepancies are rectified or reported.

4.2 Job documentation is completed and maintained.

4.3 Electronic files are stored.

4.4 Jobs are prepared for despatch.

Planned review date	31 December 2017
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 June 2012	N/A

Consent and Moderation Requirements (CMR) reference	0005
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This CMR 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, 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.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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](mailto:Competenz_info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.