

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.
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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;
- Privacy Act 2020;
- 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

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 print 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 print workplace and/or company.

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 Assessment information

Candidates must submit a portfolio of work that includes a range of six different jobs.

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

Work with customer to determine and understand job requirements.

Performance criteria

1.1 Discuss and evaluate job requirements 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 Prepare proposal and present to the customer.

Range files, substrates, delivery, workflow.

Outcome 2

Set up a digital press to produce jobs.

Performance criteria

2.1 Identify, download and prepare file for printing.

2.2 Identify any data to be printed and confirm against job documentation.

2.3 Set up digital press to meet job requirements.

Range includes but is not limited to – preventative maintenance routines, substrates, calibration, printer consumables, colour proofs.

2.4 Set up data to be printed and position to meet job requirements.

2.5 Undertake trial run.

2.6 Assemble samples and check to ensure that job requirements are met.

Outcome 3

Produce jobs on a digital press.

Performance criteria

3.1 Operate digital press in accordance with manufacturer's instructions, and to meet job requirements.

Range efficiency, time frame, machine speed, quality.

3.2 Undertake quality checks 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 Identify and rectify or report press hardware faults and press related error messages.

3.4 Manage or dispose of by-products of the production process.

3.5 Prepare product for forwarding to the next process.

Outcome 4

Undertake post press tasks.

Performance criteria

4.1 Check quantity printed against job documentation and rectify or report any discrepancies.

4.2 Complete and maintain job documentation.

4.3 Store electronic files.

4.4 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	21 June 2012	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.