

Title	Machine fold multi panels and use auxiliary equipment for print finishing		
Level	4	Credits	18

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; demonstrate knowledge of impositions for multi panel work; and machine fold multi panels and use auxiliary equipment.
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Classification	Printing > Binding and Finishing
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Available grade	Achieved
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Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
- 2 Definitions

Accepted industry practice – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

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, components and equipment required.

Job requirements refer to specific requirements for the job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the workplace.

Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. 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, 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 industry sector.
- 3 Assessment information
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

Outcomes and performance criteria

Outcome 1

Check documentation and confirm requirements for the job are available.

Performance criteria

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 1.2 Availability of components is confirmed.
- 1.3 Availability of equipment is confirmed.

Outcome 2

Demonstrate knowledge of impositions for multi panel work.

Range three or more panel roll fold, three or more panel concertina, double gatefold.

Performance criteria

- 2.1 Layout sheets are described and their effect on orientation for multi panel work are explained.
- 2.2 Bleeds, trims and folds are applied to lay sheets.
- 2.3 The importance of grain direction when drawing lay sheets is explained.

Outcome 3

Machine fold multi panels and use auxiliary equipment.

Range three or more panel roll fold, three or more panel concertina, double gatefold; work to include roll folds, cross fold, slitting and perforating.

Performance criteria

- 3.1 Multiple up work is folded.
Range even folds, straight perforations, clean slitting.
- 3.2 Auxiliary equipment is set up and used.
Range may include but not limited to – pre-loaders, gluers, stripping devices, pressing station, stackers, printing, numbering units; evidence of any two required.
- 3.3 Work is prepared for despatch.
Range knocked up, banded, labelled to identify.

Replacement information	This unit standard replaced unit standard 3655.
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Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 July 2012	N/A
Review	2	26 March 2020	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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.