

<b>Title</b>	<b>Demonstrate knowledge of the print finishing and bookbinding industry</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: use industry terms applicable to binding and finishing; and demonstrate knowledge of the requirements of processes related to print finishing and bookbinding production, and the impacts of different inks and ink drying processes on print finishing and bookbinding production.
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<b>Classification</b>	Printing > Binding and Finishing
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<b>Available grade</b>	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.

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## Outcomes and performance criteria

### Outcome 1

Use industry terms applicable to binding and finishing.

#### Performance criteria

- 1.1 Industry terms applicable to binding and finishing are used to communicate information.

### Outcome 2

Demonstrate knowledge of the requirements of processes related to print finishing and bookbinding production.

#### Performance criteria

- 2.1 Miscellaneous bindery machinery, equipment and binding systems used in the workplace are described in terms of their uses and functions.

- 2.2 Processes related to print finishing and bookbinding production undertaken in the workplace are described in terms of their requirements.

Range may include but is not limited to – guillotining, collating, folding, adhesive, mechanical and thermal fastening, flow-wrapping, inserting processes, labelling machines; evidence is required for four processes.

- 2.3 Types of jobs and products for each process described in performance criterion 2.2 are listed.

- 2.4 Requirements for packing and despatch are described.

Range good seal, clear labelling, pallet stacking, firm packing into cartons.

- 2.5 Inadequate packing is described in terms of the problems it causes.

Range damage to product, scuffing, curl.

### Outcome 3

Demonstrate knowledge of the impacts of different inks and ink drying processes on print finishing and bookbinding production.

**Performance criteria**

3.1 Different inks used in the print industry are described in terms of their characteristics and properties.

Range shrinkage, drying properties, scuff, odour free, gloss, bleed problems, colour.

3.2 Drying processes are explained, and faults in the drying processes are recognised and reported.

<b>Replacement information</b>	This unit standard replaced unit standard 21276.
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<b>Planned review date</b>	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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.