Title	Create simple jobs using digital processes for printing		
Level	3	Credits	20

Purpose	People credited with this unit standard are able to: create jobs using a software application; and print jobs.

Classification	Printing > Digital Processes for Print

Available grade	Achieved

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
Current industry best practice in typography is described as including:
*   use of white space in body text by paragraph spacing or indented paragraphs
*   use of generous margins
*   use of contrast (colour, size, style)
*   appropriate line length and spacing and letter spacing for text
*   use of hierarchy in headings
*   correct use of tabs and indents
*   use of appropriate sized type for intended use and audience
*   consistent use of spaces, punctuation marks and capital letters
*   absence of spelling mistakes
*   appropriate choice of fonts so that all text has good readability, legibility and eyeflow.
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 organisation.
Simple jobs refer to jobs such as tee-shirt prints, single page documents, one-sided signs, newspaper advertisements, number plates, brochures, business cards, rack cards, invitations, flyers and digitally embroidered logos. These jobs do not require the use of advanced features such as paragraph and character style sheets.

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   Range
     Any software appropriate to the workplace may be used.
     Candidates will complete a portfolio of ten printed jobs. Jobs must include some text and graphics and may include any production process which uses digital processes for printing.

4   Assessment information
     Accurate proofing of all jobs is expected. The proof marks used may be any that are acceptable in the organisation.

     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

Create jobs using a software application.

Performance criteria

1.1   Identify printing process to be used, and its requirements.

       Range   requirements include – colour space, resolution of images, file format.

1.2   Create files and enter text accurately.

1.3   Format text following current industry best practice to meet job requirements.

1.4   Select images of appropriate resolution and size for the identified printing process and place to meet job requirements.

1.5   Apply the principles of page layout consistently to job files.

       Range   includes but is not limited to – eyeflow, consistency, balance.

1.6   Proof job files and edit to meet job requirements.

1.7   Save job files in the appropriate format for the identified printing process.

Outcome 2

Print jobs.

Range   evidence may include a one-off print or a production run.

Performance criteria

2.1   Open job files and prepare for the identified printing process.

2.2   Print job files.

2.3   Check jobs to ensure that client and workplace expectations and specifications are met.

Replacement information	This unit standard replaced unit standard 23558.

Planned review date	31 December 2027

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 October 2012	31 December 2027
Review	2	30 March 2023	N/A
Revision	3	27 February 2025	N/A

Consent and Moderation Requirements (CMR) reference	0013

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.