

<b>Title</b>	<b>Create simple jobs using digital processes for printing</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	People credited with this unit standard are able to create jobs using a software application, and print jobs, in accordance with workplace practices.
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<b>Classification</b>	Printing > Digital Processes for Print
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<b>Available grade</b>	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 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.
- 3 Any software appropriate to the workplace may be used.
- 4 Accurate proofing of all jobs is expected. The proof marks used may be any that are acceptable in the organisation.
- 5 Evidence for printing jobs in outcome 2 will vary according to workplace practices and job requirements and may include a one-off print or a production run.

## 6 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 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 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 practices* refer to the documented procedures for the workplace or classroom situation. These will include procedures for the use of machinery and equipment, as well as product specifications and job instructions in order to meet the job requirements.

## Outcomes and evidence requirements

### Outcome 1

Create jobs using a software application in accordance with workplace practices.

### Evidence requirements

1.1 Printing process to be used, and its requirements, are identified.

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

1.2 Files are created and text is entered accurately.

1.3 Text is formatted following current industry best practice to meet job requirements.

1.4 Images of appropriate resolution and size for the identified printing process are selected and placed to meet job requirements.

1.5 Jobs demonstrate the consistent application of the principles of page layout.

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

1.6 Job files are proofed and edited to meet job requirements.

1.7 Job files are saved in the appropriate format for the identified printing process.

## Outcome 2

Print jobs in accordance with workplace practices.

### Evidence requirements

2.1 Job files are opened and prepared for the identified printing process.

2.2 Job files are printed.

2.3 Jobs meet client and workplace expectations and specifications.

<b>Replacement information</b>	This unit standard replaced unit standard 23558.
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<b>Planned review date</b>	31 December 2015
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 October 2012	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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.