

Title	Create and design documents digitally for printing		
Level	4	Credits	30

Purpose	People credited with this unit standard are able to: produce briefs and design documents for jobs; create and design documents digitally to meet job requirements; proof and save documents and make corrections; and print jobs in accordance with workplace practices.
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Classification	Printing > Digital Processes for Print
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Available grade	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 must provide evidence of a minimum of five jobs. Each job must include a brief and a plan. Jobs can be either multi page documents or jobs that involve a series of branded documents. They are to be designed and digitally produced and will include folded, single colour, duotone, multi colour, and process colour jobs. One document must include the use of tables.
- 3 Evidence for printing jobs in outcome 4 will vary according to workplace practices and job requirements and may include a one-off print or a production run

4 Definitions

A *brief* refers to a clear description of the outcomes sought by the customer and the constraints to be met by a successful solution. Brief must contain a statement of use and purpose, and requirements against which the document can be evaluated.

A *conceptual design* refers to a drawing or sketch which clearly indicates the final product and is of a standard suitable to show to a customer.

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
- use of paragraph and character styles in the software application
- 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.

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

Produce briefs and design documents for jobs.

Evidence requirements

1.1 A brief is produced for the design and production of each printed document.

Range use, purpose, target audience, constraints, printing technology.

1.2 A plan which identifies the different processes to be undertaken is developed to realise the brief for the given deadlines.

1.3 Design and layout principles and practices are incorporated into the design of each document.

Range may include but is not limited to – eye flow, balance, proportion, harmony, contrast, space, scale, alignment, proximity, repetition, consistency.

- 1.4 A conceptual design which meets each brief's requirements and design principles is produced for customer approval.

Outcome 2

Create and design documents digitally to meet job requirements.

Evidence requirements

- 2.1 Appropriate software is selected and used in accordance with workplace practices.
- 2.2 Documents are assembled electronically from the conceptual design.
- 2.3 Text is formatted to meet current industry best practice in typography.
- 2.4 Quality of graphics used meets the job requirements.
- Range may include but is not limited to – tonal range, composition, resolution, clear cutting, colours, contrast, brightness, moiré patterns, size.
- 2.5 Text and graphic images are used in accordance with recognised ethics for privacy and copyright standards.
- 2.6 Electronic files are managed in accordance with workplace practices.
- Range may include but is not limited to – saving, naming, storage, backups, bleeds, crop marks, folds, colour and its management.

Outcome 3

Proof and save documents and make corrections in accordance with workplace practices.

Evidence requirements

- 3.1 Documents are proofed, compared to the briefs, and corrected to meet job requirements.
- 3.2 Final proofs are approved by the customer.
- 3.3 Job files are saved in the appropriate format for the identified printing process.

Outcome 4

Print jobs in accordance with workplace practices.

Evidence requirements

- 4.1 Job files are opened and prepared for the identified printing process.
- 4.2 Job files are printed.

4.2 The jobs meet client and workplace expectations and specifications.

Replacement information	This unit standard replaced unit standard 17923.
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Planned review date	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

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.