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| <b>Title</b> | <b>Prepare and present digital files for printing</b> |                |           |
| <b>Level</b> | <b>4</b>  | <b>Credits</b> | <b>25</b> |

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| <b>Purpose</b> | People credited with this unit standard are able to: prepare source files for different printing processes; preflight digital files for printing; and present digital files. |
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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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### 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

*CMYK* refers to Cyan, Yellow, Magenta and Black. Also known as process colour. *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.

*PDF* refers to portable document format.

*Specifications* refers to a detail that defines an object being made; commonly communicated by annotated and dimensioned drawings; by written description, or by other communication media. External references may also be used to specify objects such as tables or industry standards.

*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**

Printing processes may include – offset, electrostatic processes, inkjets, dye sublimation, solid ink;

Evidence of at least two types of processes is required.

Candidates will prepare a range of ten files from different printing processes; processes must include – single colour, multi colour, process colour, trims, folds, registration marks.

**4 Assessment information**

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**

Prepare source files for different printing processes.

**Performance criteria**

1.1 Produce graphics in the correct format and resolution for printing.

Range appropriate colour space, converting Pantone Matching System (PMS) special colours to CMYK, spot colour.

1.2 Indicate crop and printer marks on the files to meet job requirements.

Range may include but is not limited to – die cuts/trims, folds, perforations, register marks, grips, colour identification, colour bars, printer specifications, calibration wedges.

1.3 Include bleeds in the files in accordance with print specifications.

1.4 Remove unnecessary information from files to ensure job requirements are met.

Range may include but is not limited to – unused colours, paste-board elements, empty text boxes.

1.5 Save digital files in the correct PDF format for the selected printing process.

**Outcome 2**

Preflight digital files for printing.

Range includes – source files and PDF formats.

**Performance criteria**

2.1 Configure preflight pre-sets for different printing processes.

- 2.2 Perform preflight check of electronic data files to verify job set up meets job requirements.
- 2.3 Apply trouble shooting methods to identify file errors and job requirement inconsistencies.
- 2.4 Implement solutions to rectify errors and inconsistencies.
- 2.5 Print colour separations.

### Outcome 3

Present digital files.

### Performance criteria

- 3.1 Rasterise files for final printing to meet printing press requirements.
- 3.2 Produce a colour composite proof from the rasterised file to meet job requirements.

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| <b>Replacement information</b> | This unit standard replaced unit standard 17926. |
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| <b>Planned review date</b> | 31 December 2027 |
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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 | 31 December 2025         |
| Review       | 2       | 30 March 2023   | N/A                      |

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| <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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.