

Title	Prepare and present digital files for printing		
Level	4	Credits	25

Purpose	People credited with this unit standard are able to: prepare source files for different printing processes and preflight digital files for printing in accordance with workplace practices; and present digital files to meet printing press requirements.
----------------	--

Classification	Printing > Digital Processes for Print
-----------------------	--

Available grade	Achieved
------------------------	----------

Explanatory notes

- 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.
- For assessment against this unit standard candidates will prepare a range of ten files from different printing processes. These must include – single colour, multi colour, process colour, trims, folds, registration marks.
- Evidence of preparing files for at least two different printing processes is required. Printing processes may include but are not limited to – offset, electrostatic processes, inkjets, dye sublimation, solid ink.
- Definitions
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 company.
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

Prepare source files for different printing processes in accordance with workplace practices.

Evidence requirements

- 1.1 Graphics are produced in the correct format and resolution for printing.
Range appropriate colour space, duotone, spot, specials.
- 1.2 Crop and printer marks are indicated 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 Bleeds are included in the files in accordance with print specifications.
- 1.4 Unnecessary information is removed 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 Digital files are saved in the correct PDF format for the selected printing process.

Outcome 2

Preflight digital files for printing in accordance with workplace practices.

Range includes – source files and PDF formats.

Evidence requirements

- 2.1 Preflight pre-sets are configured for different printing processes.
- 2.2 Preflight check of electronic data files is performed to verify job set up meets job requirements.
- 2.3 Trouble shooting methods are applied to identify file errors and job requirement inconsistencies.
- 2.4 Solutions are implemented to rectify errors and inconsistencies.
- 2.5 Colour separations are printed.

Outcome 3

Present digital files to meet printing press requirements.

Evidence requirements

- 3.1 Files are rasterized for final printing.
- 3.2 A colour composite proof is produced from the rasterized file in accordance with workplace practices and to meet job requirements.

Replacement information	This unit standard replaced unit standard 17926.
--------------------------------	--

Planned review date	31 December 2015
----------------------------	------------------

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
--	------

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.