

Title	Undertake pre-make ready for dry offset printing		
Level	4	Credits	8

Purpose	People credited with this unit standard are able to: check documentation, and confirm requirements for the job are available; demonstrate knowledge of inks and ink additives for dry offset printing; confirm plates and substrates meet the press and job requirements.
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Classification	Printing > Dry Offset
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Available grade	Achieved
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Prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
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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:
 - Hazardous Substances and New Organisms Act 1996;
 - 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

Job documentation refers to the documentation that is used in the workplace that contains the instructions and requirements for a particular production job. This may include but is not limited to workplace orders, production orders, workplace specifications, samples, lay cards.

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.

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 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

Check documentation and confirm requirements for the job are available.

Performance criteria

- 1.1 Check job documentation to ensure all specifications for the process being undertaken are complete and report any discrepancies.
- 1.2 Check required job components against the job documentation and confirm their availability.
- 1.3 Confirm equipment is available, as determined by the job documentation.

Outcome 2

Demonstrate knowledge of inks and ink additives for dry offset printing.

Performance criteria

- 2.1 Select inks to meet the substrate, press and job requirements.

Range inks are selected with regard to the following – transparency, opacity, colour, gloss, drying properties, lightfast, substrate, solvent compatibility, odour-free, toxicity, bleed properties, overprint finish.
- 2.2 Calculate ink quantities to meet the job requirements.
- 2.3 Select and use ink additives to ensure quality of print meets job requirements.

Outcome 3

Confirm plates meet press and job requirements.

Performance criteria

- 3.1 Check and confirm plates meet the press requirements.
- Range may include but is not limited to – calliper, size, register, correct punching for press.
- 3.2 Check plates against the proof for image defects, and rectify or report any defects.

Outcome 4

Confirm substrates meet the press and job requirements.

Performance criteria

- 4.1 Confirm substrate suitability and quality meets the press and job requirements.
- 4.2 Identify printing problems in terms of substrate characteristics.

Planned review date	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	30 March 2023	N/A

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