

<b>Title</b>	<b>Demonstrate knowledge of substrates and printed finishes, and prepare, handle, and store substrates for print industry</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of substrates used for print industry, and the effects of workplace conditions on substrates; prepare, handle, and store substrates for print industry; and demonstrate knowledge of printed finishes.
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<b>Classification</b>	Printing > Binding and Finishing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation  
Health and Safety at Work Act 2015.
- 2 Definitions  

*Accepted industry practice* – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

*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, components and equipment required.

*Job requirements* refer to specific requirements for the job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the workplace.

*Workplace procedures* refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. 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, 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 industry sector.
- 3 Assessment information  
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of substrates used for print industry, and the effects of workplace conditions on substrates.

#### Performance criteria

1.1 The processes to manufacture substrates used for print industry are described.

Range paper making, board making.

1.2 Substrates used for print industry are identified.

1.3 Substrates used for print industry are described in terms of their characteristics.

Range grammage, calliper, size, paper stretch, job suitability, grain direction, colour, texture, surface finish.

1.4 The effects of workplace conditions on substrates are described.

Range may include but not limited to – humidity, airflow, temperature.

### Outcome 2

Prepare, handle, and store substrates for print industry.

#### Performance criteria

2.1 Substrates are selected.

2.2 International standard paper size system (ISO) is used to calculate requirements for paper and board.

2.3 Substrate quantity, including overs, is calculated, and quantity issued is confirmed.

2.4 Substrates are counted, knocked up, and stacked.

2.5 Substrates are pre-conditioned, as necessary.

2.6 Handling and storage of substrates are carried out and any problems arising are solved or reported.

### Outcome 3

Demonstrate knowledge of printed finishes.

**Performance criteria**

3.1 Printed finishes are described in terms of their uses.

Range may include but is not limited to – overglossing, lamination, waxing, ultra-violet (UV) coating, aqueous coating, hot foiling, encapsulation;  
evidence is required for four printed finishes.

3.2 Techniques to prevent marking of printed finishes are explained.

Range may include but is not limited to – gloves, sprays, self-backing felt, airflow, pressure adjustments, teflon tape, French chalk (talc), slip sheets, false covers;  
evidence is required for four techniques.

<b>Planned review date</b>	31 December 2024
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	16 February 1995	31 December 2011
Revision	2	20 July 1998	31 December 2011
Revision	3	20 September 1999	31 December 2011
Review	4	30 November 2000	31 December 2011
Review	5	26 January 2005	31 December 2014
Review	6	12 December 2008	31 December 2015
Review	7	19 July 2012	N/A
Review	8	26 March 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.