

Title	Use hand skills for print finishing and bookbinding		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; hand fold printed sheets; hand assemble jobs using different methods; hand feed different kinds of machinery; and prepare jobs for the next process.
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Classification	Printing > Binding and Finishing
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Available grade	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 examples of best practice.

Hand skills does not include hand sewing.

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.

Outcomes and performance criteria

Outcome 1

Check documentation and confirm requirements for the job are available.

Performance criteria

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 1.2 Availability of components is confirmed.
- 1.3 Availability of equipment is confirmed.

Outcome 2

Hand fold printed sheets.

Performance criteria

- 2.1 Sheets are aired, fanned, counted and knocked up by hand square to the printer's lays.
- 2.2 Hand folding is undertaken.

Outcome 3

Hand assemble jobs using different methods.

Range collating (gathering), inserting.

Performance criteria

- 3.1 Hand assembly is explained in terms of the different methods used.
- 3.2 Jobs are hand assembled and knocked up using each method.

Outcome 4

Hand feed different kinds of machinery.

Range at least two kinds of machinery must be hand fed.

Performance criteria

- 4.1 Jobs are hand fed into machinery.
- 4.2 Safety procedures for the machinery being operated are explained and followed.

Outcome 5

Prepare jobs for the next process.

Performance criteria

5.1 Jobs are taken off the machinery.

Range at least two kinds of machinery must be used.

5.2 Jobs are checked for quality and prepared for the next process.

5.3 Waste control procedures are followed.

Range recyclable waste, non-recyclable waste, security waste.

Planned review date	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

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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.