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| Title | Hand sew books using different styles for print finishing and bookbinding | | |
| Level | 3 | Credits | 18 |

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| Purpose | People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; select and use sewing materials; hand fold books; hand assemble books using different methods; and hand sew books using different styles. |
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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 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.

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

Select and use sewing materials.

Range cotton, linen, blended threads, cords, tapes.

Performance criteria

- 2.1 Different materials used for sewing are described in terms of their characteristics.

Range cotton, linen and blended threads – elasticity, tensile strength, durability, friction factor;
cords and tapes – flexibility, strength, durability.
- 2.2 Sewing materials are selected and used.

Outcome 3

Hand fold books.

Performance criteria

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

Outcome 4

Hand assemble books using different methods.

Range collating (gathering), inserting.

Performance criteria

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

Outcome 5

Hand sew books using different styles.

Performance criteria

- 5.1 Hand sewing is explained in terms of the different styles.
- Range tape sewing (kettle stitch), single section sewing (three and five holes sewing), overcasting, sawn-in (recessed), two-on sewing, flexible sewing.
- 5.2 Books are saw cut, as required, and hand sewn.
- 5.3 Sew and sewing tension are maintained to give a good book shape.

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| 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 | 29 July 2004 | 31 December 2011 |
| Review | 2 | 16 February 1995 | 31 December 2011 |
| Revision | 3 | 20 July 1998 | 31 December 2011 |
| Revision | 4 | 20 September 1999 | 31 December 2011 |
| Review | 5 | 30 November 2000 | 31 December 2011 |
| Review | 6 | 26 January 2005 | 31 December 2014 |
| Review | 7 | 12 December 2008 | 31 December 2014 |
| Review | 8 | 19 July 2012 | N/A |
| Review | 9 | 26 March 2020 | N/A |

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| 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.