

Title	Use a manual blocking machine for bookbinding		
Level	3	Credits	12

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; select and use typefaces, borders, rules and decorative devices (blocks); and use a manual blocking machine.
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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.
- 1.4 Availability of decorative materials is confirmed.

Outcome 2

Select and use typefaces, borders, rules and decorative devices (blocks).

Performance criteria

- 2.1 Typefaces are identified and described in terms of their suitability for the job.

Range	may include but not limited to – fonts, font sizes, condensed, bold, italic, point size.
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- 2.2 Typeface, size and spacing best suited to the style and size of the book to be blocked are selected and used.
- 2.3 Borders, rules and other decorative devices (blocks) are selected.
- 2.4 Borders, rules and decorative devices (blocks) selected are locked in chase ready for machine blocking.

Outcome 3

Use a manual blocking machine.

Performance criteria

- 3.1 Blocking machine is prepared for use, including setting up the chase.
- 3.2 Blocking is undertaken maintaining heat, pressure and dwell to suit the material and foil used.
- 3.3 Waste control procedures are followed.

Range	may include but not limited to – recyclable waste, non-recyclable waste, waste security.
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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	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.