

Title	Carry out hand tooling and lettering for bookbinding		
Level	4	Credits	15

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; select and use finishing materials and tools for bookbinding; and undertake lettering for bookbinding.
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Classification	Printing > Binding and Finishing
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Available grade	Achieved
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Guidance Information

- 1 All workplace practices must meet any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, and its subsequent amendments.
- 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 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 practices refer to the documented procedures for the machine and/or workplace.

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 in accordance with workplace practices.

- 1.2 Components required for the job are checked against the job documentation and their availability confirmed.
- 1.3 Availability of equipment, as determined from the job documentation, is confirmed.

Outcome 2

Select and use finishing materials and tools for bookbinding.

Performance criteria

- 2.1 Finishing materials are selected and used to meet the job requirements.
- 2.2 Tools are selected and used to meet the job requirements.
- 2.3 Stoves and heaters are used to heat tools in accordance with workplace practices.

Outcome 3

Undertake lettering for bookbinding.

Range evidence is required for ten characters.

Performance criteria

- 3.1 Single letters for hand application are selected to meet the job requirements.
- 3.2 Letters are heated in accordance with workplace practices to meet the requirements of the material and product being lettered.
- 3.3 Foil is selected to suit the material being lettered.
- 3.4 Lettering is applied by hand using single hand letters to meet the job requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

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	31 December 2022
Review	8	26 March 2020	31 December 2022

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>.