

Title	Undertake packing and despatch for print production		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: demonstrate knowledge of packing materials used in the workplace; confirm components required for packing the job are available; hand pack for despatch; and set up and operate packing machinery in accordance with workplace practices.
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Classification	Printing > Printing Production
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Available grade	Achieved
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Entry information	
Critical health and safety prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 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 evidence requirements

Outcome 1

Demonstrate knowledge of packing materials used in the workplace.

Evidence requirements

1.1 Packing materials are described in terms of their characteristics.

Range includes but is not limited to – strength, waterproofing, product visibility.

1.2 Packing materials are described in terms of their different uses.

Range may include but is not limited to – individual books, bulk packing, security.

Outcome 2

Confirm components required for packing the job are available.

Evidence requirements

2.1 Packing material requirements are determined from the job documentation and their availability confirmed.

2.2 Availability of equipment, as determined from the job requirements, is confirmed.

Outcome 3

Hand pack for despatch.

Evidence requirements

3.1 Requirements for good packing are described.

Range good seal, clear labelling, pallet stacking, firm packing into cartons.

3.2 Inadequate packing is described in terms of the problems it causes.

Range damage to product, scuffing, curl.

3.3 Jobs are prepared for forwarding to the next process in accordance with workplace practices and job requirements.

Range pack, stack, despatch, further processes, palletising.

3.4 Documentation for despatch is completed in accordance with workplace practices to meet the job requirements.

Outcome 4

Set up and operate packing machinery in accordance with workplace practices.

Evidence requirements

- 4.1 Job requirements are checked to determine packing and labelling instructions and availability of equipment.
- 4.2 Packing machinery is set up and adjusted to meet the job requirements.
- 4.3 Packing machinery is operated to meet the job requirements.
- 4.4 Cartons are stacked on pallets, ready for despatch.
- 4.5 Documentation for despatch is completed as required by the job documentation.
- 4.6 Waste control procedures are followed.
- Range recyclable waste, non-recyclable waste, security waste.

Planned review date	31 December 2017
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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

Consent and Moderation Requirements (CMR) reference	0005
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

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