

## Higher National Unit Specification

### General information for centres

**Unit title:** Case Binding

**Unit code:** F0P6 34

**Unit purpose:** This Unit is designed to enable candidates to evaluate case binding styles and techniques and to produce case bindings. It is intended for candidates who are undertaking a course of study in bookbinding or print media.

On completion of the Unit the candidate should be able to:

- 1 Analyse the styles, construction and production techniques for case bound books.
- 2 Analyse case binding materials and equipment relative to styles of case binding.
- 3 Produce case bindings to an agreed specification.

**Credit points and level:** 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access to this Unit is at the discretion of the centre. Candidates should have completed the HN Units Printing: Production Processes and Hand Bookbinding at SCQF level 7, an equivalent qualification or possess relevant work experience.

**Core Skills:** There are no opportunities to develop Core Skills in this Unit.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

**Assessment:** Outcomes 1 and 2 are assessed by written/oral assignments carried out under closed-book controlled conditions.

Outcome 3 is a practical assignment with candidates producing two case bound books.

## **Higher National Unit specification: statement of standards**

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Analyse the styles, construction and production techniques for case bound books.

#### **Knowledge and/or skills**

- ◆ Styles of case bindings
- ◆ Construction of case bindings
- ◆ Production techniques for case bindings

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and skills by correctly analysing the styles, construction and production techniques for case bound books. Evidence must be generated for a minimum of 10 case bound books. Each analysis should include:

- ◆ correct identification of case binding style
- ◆ accurate analysis of construction techniques used
- ◆ clear description of production techniques used for case binding

The assessment will be carried out under closed-book controlled conditions.

#### **Assessment guidelines**

Evidence could be generated by presenting the candidate with 10 case bound books. The candidate could be provided with a pro forma to be completed for each book.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Case Binding

### **Outcome 2**

Analyse case binding materials and equipment relative to styles of case binding

#### **Knowledge and/or skills**

- ◆ Case binding materials
- ◆ Case binding production equipment
- ◆ Application of materials and equipment to styles of case binding

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can, with reference to a given specification, select and analyse appropriate material and equipment for the production of 2 case bound books. Reference should be made to the aesthetic quality, durability of the materials and suitability for purpose.

The assessment should be carried out under closed-book supervised conditions.

#### **Assessment guidelines**

Two of the 10 books looked at in Outcome 1 could be analysed in terms of binding materials and equipment used.

### **Outcome 3**

Produce case bindings to an agreed specification

#### **Knowledge and/or skills**

- ◆ Preparation of materials for case binding
- ◆ Construction techniques and methods
- ◆ Application of decorative images
- ◆ Quality criteria for case binding

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can, with reference to a given specification, produce two case bound books. The books must meet the agreed specification and quality criteria using different materials, different construction techniques and methods, minimum wastage, decorative images to enhance the bindings and overall producing case bound books to a commercial standard.

The assessment will be carried out under open-book supervised conditions. An observation checklist should be used to record the candidate's operation of equipment and machinery.

#### **Assessment guidelines**

This Outcome may be combined with Outcome 2. The checklist and case bound books can be placed in the candidate's portfolio of evidence.

## Administrative Information

**Unit code:** Case Binding

**Unit title:** FOP6 34

**Superclass category:** KH

**Original date of publication:** October 2006

**Version:** 01

### History of Changes:

Version	Description of change	Date

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Case Binding

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit was developed as part of the HNC/D Printing where it is an optional Unit. It is intended for candidates taking a qualification at Higher National level in bookbinding or print media or who have experience in this or related fields and wish to further their knowledge of case binding and the production of case bound books. It may be taken by candidates in employment wishing to develop and/or enhance their employment skills.

#### **Outcome 1**

Styles of case bindings are analysed, these can be either rounded spine or flat specification; Tight joint, flat back and French groove. Each detail should be looked at including: sewing methods, end papering, glueing, trimming, case making, edge decoration, titling and pressing. Bookbinding processes used to complete case bindings should be analysed and quality issues discussed.

#### **Outcome 2**

This Outcome is concerned with materials and the equipment required to use these materials correctly.

- ◆ Analysis of material samples for aesthetic quality and durability. These materials will be used in the construction of case bindings.
- ◆ Operational procedures for bookbinding equipment.

#### **Outcome 3**

This is a practical Outcome where the candidates will practice the following techniques:

- ◆ Preparation of material for constructing case bindings: cutting material from a roll of cloth; selecting papers, boards and adhesives.

Candidates should develop their skills in using the following equipment and machinery:

- ◆ Bookbinding equipment and machinery: book presses, guillotines, gluing Units and foil blocking presses.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Case Binding

### **Guidance on the delivery and assessment of this Unit**

This Unit will enable candidates to gain experience in the production of case bindings. The delivery of this Unit should be via demonstration and/or presentation of materials, equipment and methods of producing case bindings.

#### **Outcome 1**

Analysis of style, construction and production techniques for a minimum of 10 case bound books. Evidence may be presented orally or written. A pro forma assessment sheet may be used.

#### **Outcome 2**

Candidates should be presented with a range of material samples to analyse for aesthetic quality and durability. Candidates should select appropriate material and identify suitable equipment for the practical work to be carried out for Outcome 3.

#### **Outcome 3**

The main component of this Outcome is the production of case bindings. Candidates should be issued with 2 assignments requiring them to produce case bindings to an agreed specification, eg:

- (a) Tight joint full case binding.
- (b) Memorandum case binding.

Candidates will be required to cut their selected material from a roll of cloth and select appropriate paper, boards and adhesives. They will be required to use bookbinding equipment and machinery in the production and enhancement of the case bindings. This will include operating book presses, guillotines, gluing Units and foil blocking presses.

Candidates are expected to produce their own case bindings. Comments should be provided by candidates on their evaluation of the quality of their work against an agreed exemplar. It is recommended that tutors should discuss with candidates the quality of their work and if required additional work should be undertaken.

Candidates will require guidance from tutors to ensure that they adopt a suitable approach to the assessments. Instruments of assessment will require candidates to complete written or oral assignments and practical skill-based work.

#### ***Opportunities for developing Core Skills***

There are no opportunities to develop Core Skills in this Unit.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Case Binding

### **Open learning**

This Unit is not suitable for delivery by open learning due to the practical aspects involved in Outcome 3 and the assessment techniques required for Outcomes 1 and 2.

For further information refer to the SQA guide, *Assessment and Quality Assurance of Open and Distance Learning* ([www.sqa.org.uk](http://www.sqa.org.uk)).

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

## **General information for candidates**

### **Unit title:** Case Binding

This Unit introduces you to the skills required to produce case bindings.

In Outcome 1 you will look at how a book is constructed from the section make-up stage right through to casing-in. All the operations involved are called forwarding and you will know why each area is important in relation to making a case binding. Three styles of case bindings are introduced: tight joint, flat back and French groove. Each style is analysed independently.

In Outcome 2 you will analyse and select, from a given range, appropriate material for use in the construction of case bindings. Some of the material will be used for the outer cover including boards, whilst other material such as scrim and kraft is used for lining purposes. You will gain experience in the use of a range of equipment from basic tools to a programmatic guillotine and blocking press.

In Outcome 3 you will gain experience of the applications and skills required to complete the binding of a book. You will acquire a knowledge and understanding of construction methods and good practice which will enable you to complete the tasks to a high standard.

Assessments are discussed with your tutor and you will be given a brief to follow. Case bound books are provided for Outcomes 1 and 2 and the quality of work which you produce in Outcome 3 should be comparable with these books. You will be required to remedy any unsatisfactory work.