

Higher National Unit Specification

General information for centres

Unit title: Hand Bookbinding

Unit code: F0PB 34

Unit purpose: This Unit is designed to enable the candidate to analyse and produce books bound by hand. It is intended for candidates who are undertaking a course of study in bookbinding or print media.

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

- 1 Analyse the materials and equipment relative to styles of hand bookbinding.
- 2 Analyse the styles of construction and production techniques for hand bookbinding.
- 3 Produce hand bound books.

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. It is recommended that candidates have completed the Units: Hand Finishing and Foil Blocking and Book Design at SCQF level 7, equivalent qualifications or have 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 could be assessed using the same five books. Candidates would be asked to respond to questions about materials and equipment and about styles, construction and production techniques. Outcome 3 requires the candidate to hand bind two books of different styles.

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 materials and equipment relative to styles of hand bookbinding

Knowledge and/or skills

- ◆ Hand bookbinding materials
- ◆ Hand bookbinding production equipment
- ◆ Hand bookbinding styles

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can analyse the materials and equipment relative to styles of hand bookbinding. Evidence must be generated for a minimum of five hand bound books covering each element of the knowledge and skills. Each analysis should contain information on:

- ◆ materials used including sewing threads, endpapers, covering materials, case boards, linings, adhesives and decorative foils
- ◆ characteristics and suitability of materials in terms of strength, grain direction, receptiveness to adhesives and durability
- ◆ equipment used in production

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

Assessment guidelines

The evidence for this Outcome may be written or oral and may consist of the completion of a short answer test. The assessment may be combined with the assessment in Outcome 2 with the same sample books used as the subject for analysis.

Higher National Unit specification: statement of standards (cont)

Unit title: Hand Bookbinding

Outcome 2

Analyse the styles of construction and production techniques for hand bookbinding

Knowledge and/or skills

- ◆ Hand bound book construction techniques
- ◆ Hand bound book construction styles
- ◆ Hand bound book production techniques

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can analyse the styles of construction and production techniques for hand bookbinding. Evidence must be generated for a minimum of five bound books covering each element of the knowledge and skills. Each analysis should contain information on:

- ◆ suitability of style to content
- ◆ appropriateness of construction techniques employed
- ◆ identification of the production techniques and processes used to obtain the final book binding; including methods of sewing, lining of spines, book block forming, book covering, titling and book pressing
- ◆ identification of constituent parts; including endpapers and headbands and edge decoration

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

Assessment guidelines

The evidence for this Outcome may be written or oral and may consist of a completed pro forma assessment sheet for each sample book provided by the Tutor.

Outcome 3

Produce hand bound books

Knowledge and/or skills

- ◆ Material and equipment preparation
- ◆ Construction techniques and methods
- ◆ Application of decorative images
- ◆ Quality criteria for books bound by hand

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can successfully produce two hand bound books using different binding styles, both of which meet the agreed specification and quality criteria. Each bound book should demonstrate:

Higher National Unit specification: statement of standards (cont)

Unit title: Hand Bookbinding

- ◆ use of appropriate materials
- ◆ competent use of book binding techniques to achieve a commercial standard of finish
- ◆ even and consistent application of decoration in the designated location
- ◆ standard of finish consistent with commercial requirements in terms of guillotined edges, correct collating and gathering of content and security of pages
- ◆ log of work containing information on evaluation of processes involved and any corrective action taken

The assessment will be carried out under open-book supervised conditions.

Assessment guidelines

Candidates would be provided with materials to produce two hand bound books using different styles of binding, for example — flat back full cloth style and quarter bound leather. If candidates were able to provide their own materials for binding this should be done after negotiation with the lecturer.

Administrative Information

Unit code: F0PB 34
Unit title: Hand Bookbinding
Superclass category: KH
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History of Changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Hand Bookbinding

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/HND Printing where it is an optional Unit. It is intended for those who are taking a qualification in Printing at Higher National level or who have experience in this or related fields and wish to further their knowledge and experience. It may also be taken by candidates in employment wishing to develop and enhance their employment skills.

Candidates will require guidance from Tutors to ensure that they adopt a suitable approach to the Unit. Centres will also have to allow time to monitor the progress of candidates and for assessment of the candidate portfolios.

Instruments of assessments will require candidates to complete a written assignment, short answer test and practical skill-based work. The content of this Unit is to enable candidates to experience hands-on bookbinding.

Guidance on the delivery and assessment of this Unit

The evidence required will be generated by candidates as part of their normal course work. Some of the evidence will be generated as part of the practical work undertaken. Candidates are expected to produce their own hand bindings. Comment should be provided by candidates on their evaluation of the quality of their work against an agreed example. It is recommended that Tutors should discuss with candidates the quality of their work and if required additional work should be undertaken.

Outcome 1

Candidates will be presented with material samples where they can be evaluated for strength, grain direction, receptiveness to adhesives and durability. Each sample of material is a component of book structure which will include sewing threads, endpapers, covering materials, case boards, linings, adhesives and decorative foils. Discussion with course Tutor will advise on the correct material for specific books. A range of production equipment will be presented which will be used to produce hand bound books.

Outcome 2

Styles of bindings are identified with the structural aspects of each binding analysed. Each detail is presented in a sequential order necessary to complete the process of binding a book. This will include methods of sewing, endpapers, headbands, edge decoration, lining of spines, book block forming, book covering, titling and book pressing. Several bookbinding processes are analysed which compliment the book structure and quality issues are discussed to ensure good practice and the meet the criteria.

Higher National Unit specification: support notes (cont)

Unit title: Hand Bookbinding

Outcome 3

Candidates will prepare their own materials. Book blocks will be formed by a method of sewing, where endpapers will be attached, gluing of the spine with a flexible adhesive and trimming the book edges. Edge decoration can enhance these edges but this is an option. Shaping the book block is required to take the strain from the sewing when opening and headbands with a back lining is essential for retaining shape. Candidates will prepare case making material which consists of cover material, board and spine section which will then be transformed into a book case. The book case is titled and decorated usually with a gold foil then glued to the book block and pressed. After pressing, books are quality checked for faults. Bookbinding equipment and machinery is used in several processes of construction which is delivered under studio conditions with the available resources supplied. The books will be hand bound to an agreed specification.

- (a) Flatback full cloth style.
- (b) Quarter bound leather.

Opportunities for developing Core Skills

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

Open learning

This Unit is not suitable for open learning due to the practical and observation requirements of the Outcomes.

For further information refer to the SQA Guide, *Assessment and Quality Assurance of Open and Distance Learning* (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.

General information for candidates

Unit title: Hand Bookbinding

This one credit Unit is an optional part of the HN printing framework. You will study it within the suite of printing Units and it will build on your previous study in print media.

The Unit introduces you to the methods techniques and skills used in bookbinding. You will start the Unit by looking at materials, styles and production equipment used in hand binding books. You will see lots of different examples of styles and materials used and you will learn about the most appropriate materials for different types of books. This is the theoretical part of the Unit. You will be tested on this part by looking at hand bound books and analyzing the materials, techniques and equipment used to produce them,

In the second part of the Unit you will develop skills which enable you to hand bind books yourself. You will work with different materials — most likely leather and cloth — and you will learn how to produce a bound book to a commercially acceptable standard. Binding a book is not just about the outside cover. You will learn about the collation and gathering of sections inside the book, cutting the pages and decorating the cover.