

Higher National Unit Specification

General information for centres

Unit title: Bookbinding: Hand Finishing and Foil Blocking

Unit code: F0P5 34

Unit purpose: This Unit is designed to enable the candidate to evaluate the processes of hand finishing and foil blocking techniques. The Unit is primarily aimed at candidates who are undertaking a course of study in bookbinding, print media, creative industries or as a free standing Unit.

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

- 1 Identify and select materials and equipment used for hand finishing and foil blocking.
- 2 Evaluate hand finishing and foil blocking techniques.
- 3 Produce hand finished and foil blocked products.

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 would be beneficial if candidates had prior knowledge of printing and finishing methods. This could be demonstrated by the achievement of the HN Unit Printing Production Processes at SCQF level 7, an equivalent qualification or relevant work experience.

Core Skills: There are opportunities to develop the Core Skill of Problem Solving at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

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: Outcome 1 will be assessed by the candidate responding to a given brief and identifying appropriate materials and equipment required.

Outcome 2 will require the candidate to analyse 10 samples of hand finishing and foil blocking, identifying any faults and recommending remedial action.

Outcome 3 will require the candidate to produce two hand finished and two foil blocked samples of work.

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

Identify and select materials and equipment used for hand finishing and foil blocking

Knowledge and/or skills

- ◆ Materials
- ◆ Equipment
- ◆ Hand finishing techniques
- ◆ Foil blocking techniques

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can identify and select materials and equipment used for hand finishing and foil blocking to meet a given brief. Candidates should identify five different materials and detail their properties and suitability for the brief. Each material should be correctly described in terms of surface texture, calliper, strength, and foil adhesion capability and should be accompanied by a sample or visual. Three types of equipment should be described and selected for use with the materials.

Assessment guidelines

This Outcome could be assessed by asking candidates to identify and describe appropriate materials and equipment to meet a given brief for bookbinding, hand finishing and foil blocking.

Outcome 2

Evaluate hand finishing and foil blocking techniques

Knowledge and/or skills

- ◆ Hand finishing and foil blocking techniques
- ◆ Quality criteria for end products

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can evaluate a range of hand finishing and foil blocking techniques in terms of suitability for end application. The candidate should be provided with ten samples for evaluation, a minimum of three of which should contain faults. Each evaluation should contain accurate information on:

Higher National Unit specification: statement of standards (cont)

Unit title: Bookbinding: Hand Finishing and Foil Blocking

- ◆ hand finishing techniques used
- ◆ foil blocking techniques used
- ◆ suitability of techniques for end application
- ◆ image edge definition
- ◆ image adhesion
- ◆ identification of any faults
- ◆ recommended action to correct faults

Assessment guidelines

Evidence may be presented in the form of a workbook completed under closed-book controlled conditions. Use of correct terminology such as heat, pressure, dwell and substrates should be encouraged. Candidates will be given ten samples for evaluation, some with faults which require remedial action which has to be identified.

Outcome 3

Produce hand finished and foil blocked products

Knowledge and/or skills

- ◆ Production techniques for hand finished and foil blocked products
- ◆ Methods of hand finishing and foil blocking

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can produce hand finished and foil blocked products. A minimum of two hand finished and two foil blocked samples of work should be produced to meet a given brief. Each product should demonstrate:

- ◆ accurate interpretation of job specifications
- ◆ correct identification of methods of working
- ◆ suitable selection of equipment and materials

Each end product should match the requirements of the brief in terms of suitability and should be free from obvious faults. Each product should be accompanied by technical notes which identify the quality check carried out at each stage in the process of production and any remedial work subsequently carried out.

Assessment guidelines

Candidates could provide their own materials for use in this assessment if agreed with the lecturer. Otherwise, centres should provide four sets of materials for hand finishing and foil blocking.

Administrative Information

Unit code: F0P5 34

Unit title: Bookbinding: Hand Finishing and Foil Blocking

Superclass category: KH

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Source: SQA

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Higher National Unit specification: support notes

Unit title: Bookbinding: Hand Finishing and Foil Blocking

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 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 provides an opportunity to extend their knowledge and skills in finishing and foil blocking.

The evaluation of print finished projects should reach the standards of the examples provided by the class lecturer.

The following notes give some additional information on each Outcome. This will entail:

Outcome 1

- ◆ Materials for hand finishing and foil blocking, cloth, paper, leather, metallic foils.
- ◆ Characteristics of materials — surface texture, calliper, strength, foil adhesion capability.
- ◆ Equipment used to produce hand finished and foil blocked products.
- ◆ Selection of appropriate equipment and materials.

Outcome 2



Candidates will be given an overview of a range of techniques, processes, and equipment used in hand finishing and foil blocking. The factors influencing suitability for use and quality of end product will be discussed and investigated.

- ◆ Heat, pressure, dwell.
- ◆ Substrates.
- ◆ Select equipment and materials to produce specific products.

Candidates will then evaluate the quality of samples and where defects are identified, provide possible causes and recommend the corrective action(s) required.

Higher National Unit specification: support notes (cont)

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Outcome 3

Candidates will be given a range of materials and equipment to produce hand finished and foil blocked products.

This will include:

- ◆ Interpretation of job specifications.
- ◆ Identifying methods of working.
- ◆ Selecting equipment and materials.
- ◆ Identifying safety procedures.
- ◆ Producing end products.
- ◆ Checking quality of end products.
- ◆ Completing a workbook.

Guidance on the delivery and assessment of this Unit

This Unit will be taught using samples. These samples may be centre generated or could be commercially produced. Throughout the Unit candidates should be encouraged to identify faults and undertake remedial action for any faults in their techniques.

Outcome 3 is a practical Outcome and will require workshop access. The assessment for Outcome 3 is a practical assessment and should be carried out in an appropriate workshop environment. Outcomes 1 and 2 do not require specialist rooms.

Opportunities for developing Core Skills

There are opportunities for Core Skill development of Problem Solving, Reviewing & Evaluating at SCQF level 5.

The candidate should evaluate materials, equipment and techniques used for hand finishing and foil blocking and recommend appropriate combinations of these in order that quality work will be produced.

The candidate should devise a strategy for the evaluation of samples which covers all of the necessary criteria. The evaluation of samples should be followed by the identification of possible cause(s) of defects and recommendations for the corrective action(s) which would be needed to produce high quality work. Throughout Outcome 3 the candidate will evaluate their own work and take corrective action as required.

Open learning

This Unit is not suitable for open learning due to the practical nature of the tasks involved in Outcome 3.

For further information and advice, please see the SQA Guide, *Assessment and Quality Assurance of Open and Distance Learning* (www.sqa.org.uk).

Higher National Unit specification: support notes (cont)

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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: Bookbinding: Hand Finishing and Foil Blocking

This Unit is designed to enable you to select, evaluate and identify the suitability of materials, equipment and machinery used to produce hand finished and foil blocked products. Hand finishing and foil blocking are commonly used techniques to apply coloured and metallic lettering and designs to book covers and other decorative items.

In this Unit you will learn about the materials, equipment and techniques used in this form of decoration. Outcome 3 is all about practical skills and you will develop your skills in hand finishing books. You will learn how to work with tools and finishes and you will learn how to correct any faults. In some cases it may take you some time to build up your skills until you can produce work which is of a commercially acceptable standard.

Assessments will be varied and the Unit will appeal to candidates who enjoy working with a range of materials and equipment. This Unit is of a practical and theoretical nature. You will produce a range of completed products, which will form part of a portfolio of evidence.