

## Higher National Unit Specification

### General information for centres

**Unit title:** Print Finishing Processes

**Unit code:** F0PF 34

**Unit purpose:** This Unit is designed to enable candidates to produce print finishing products and evaluate the suitability of processes and the quality of the products. It is intended for candidates who are undertaking a course of study in printing or creative industries.

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

- 1 Describe the materials and equipment used in print finishing processes.
- 2 Evaluate print finishing processes and products.
- 3 Produce print finishing 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 print finishing applications. This may be demonstrated possession 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 Skills of Numeracy and Working with Others 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:** The evidence generated for this Unit may be gathered together in a portfolio. Outcome 1 assesses the materials and equipment used in print finishing processes. Outcome 2 is assessed by an evaluative task. Outcome 3 is assessed by a practical assignment. All evidence is generated under closed-book controlled conditions.

## Higher National Unit specification: statement of standards

**Unit title:** Print Finishing Processes

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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

Describe the materials and equipment used in print finishing processes

#### Knowledge and/or skills

- ◆ Materials
- ◆ Equipment
- ◆ ISO paper sizes, subdivisions, calculations

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can correctly identify materials and equipment used in print finishing processes. A minimum of **six** categories of material and **five** pieces of equipment should be accurately described. In addition candidates must carry out a single calculation involving sub-divisions of paper sizes and production of a planned layout.

The assessment should be completed under closed-book controlled conditions.

#### Assessment guidelines

The candidate could be given samples of material to identify, describe their use and outline the kind of equipment used to obtain the finished product. Appropriate layout demonstrating the candidate's knowledge of paper sizes, calculations and subdivisions should also be tested.

### Outcome 2

Evaluate print finishing processes and products

#### Knowledge and/or skills

- ◆ Application of processes
- ◆ Functional aspects of print finishing products
- ◆ Quality criteria for end products

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

### Unit title: Print Finishing Processes

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by evaluating **five** print finishing processes and **five** end products. Candidates should be presented with the print finishing products which they are required to evaluate. The evaluation should make reference to:

- ◆ print finishing job requirements, folding, imposition, make-up, securing systems, trimming
- ◆ construction of adhesive bound books, wire stitched pamphlets, guillotined paper and foil blocked products
- ◆ equipment suitability for the production of finished printed products

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

#### Assessment guidelines

Candidates could be presented with finished products to evaluate. This could be linked to the materials assessed in Outcome 1 or could be different.

### Outcome 3

Produce print finishing products

#### Knowledge and/or skills

- ◆ Production techniques for print finishing processes
- ◆ Methods of print finishing

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by producing **five** print finishing products. This practical assignment will comprise of a single sample of each of the following:

- ◆ machine folded sections
- ◆ guillotined paper
- ◆ wire stitched pamphlets
- ◆ adhesive bound book
- ◆ foil blocked bookmark

Each product must meet the quality requirements of a supplied exemplar.

- ◆ interpretation of job ticket
- ◆ identifying methods of working
- ◆ selecting equipment and materials
- ◆ selecting the operational procedures required to complete the finished products
- ◆ identifying safety procedures
- ◆ producing the end product
- ◆ checking for accuracy against supplied exemplar

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

### **Unit title:** Print Finishing Processes

The assessment will be carried out under closed-book supervised conditions. Candidate performance should be recorded on an Observation schedule.

### **Assessment guidelines**

The candidate could be asked to produce five print finishing products using materials described in Outcome 1 and process evaluated in Outcome 2. All evidence for the Unit could be gathered into one portfolio of Print finishing processes

## Administrative Information

**Unit code:** F0PF 34  
**Unit title:** Print Finishing Processes  
**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: Print Finishing Processes**

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 and is mandatory in both. It is intended for candidates taking a qualification at Higher National level in printing or creative industries or who have experience in this or related fields and wish to further their knowledge and experience. It provides an opportunity for candidates to extend their skills and knowledge relative to print finishing materials, equipment and processes. It also provides an opportunity to extend their core skills of Numeracy and Working with Others.

#### **Outcome 1**

The content of Outcome 1 could include:

- ◆ Materials for print finishing processes: cloths, papers, adhesives and wires
- ◆ Characteristics of the materials: grain direction, grammage, strength
- ◆ Equipment used to produce finished products: folding machine, stitching machine, guillotine, adhesive binding machine and foil blocking machine
- ◆ Selection of appropriate material and equipment for print finishing

Materials, equipment and processes will be identified by the candidate.

#### **Outcome 2**

The content of Outcome 2 could include:

- ◆ Print finishing job requirements, folding, imposition, make-up, securing systems; trimming
- ◆ Construction of adhesive bound books, wire stitched pamphlets, guillotined paper and foil blocked products
- ◆ Equipment suitability for the production of finished printed products

#### **Outcome 3**

Candidates will need to operate print finishing equipment and machinery to transform materials into finished products.

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

**Unit title:** Print Finishing Processes

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

The delivery of this Unit will be via demonstration and/or presentation of materials, equipment and methods of working to provide a variety of finished products. As the core skill 'Working with Others' is signposted in this Unit, tutors should utilise the opportunities indicated to reinforce the importance to team working within the industry setting. Formative work on team building and group dynamics should, where practical, be undertaken alongside instruction on the basics of self appraisal and group negotiation. It is critical that the delivery and assessment process identifies the transferable nature of this skill to other vocational contexts. A key element is that the task must involve others and it would be acceptable for the tasks to be assigned to groups.

A variety of print finishing equipment will be used to produce the products eg folding machine, adhesive binding machine, power guillotine, foil blocking machine and wire stitching machine.

#### **Outcome 1**

Candidates are required to identify six categories of materials and five pieces of equipment.

#### **Outcome 2**

Candidates will be presented with samples of print finishing products which should be discussed in a group situation involving the tutor. Equipment suitability will be discussed relative to end product requirements. These discussions will enable candidates to carry out the required evaluation for assessment purposes.

#### **Outcome 3**

Candidates will be given a range of material from which they will operate print finishing equipment and machinery and transform the materials into five different finished products.

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

There are opportunities to develop the Core Skills of Numeracy and Working with Others in this Unit. These can be highlighted in the following areas:

##### ***Numeracy***

Outcome 1 incorporates the need for calculation with respect to paper sizes, subdivisions and format. This will involve:

- ◆ Working confidently with basic numerical notation
- ◆ Deciding on the numerical operations to be carried out
- ◆ Carrying out straightforward calculations

It is important that the tutor reviews the underpinning knowledge required to undertake this numeric work and that the candidate becomes confident in applying this in other contexts.

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

**Unit title:** Print Finishing Processes

### ***Working with Others***

As the Core Skill ‘Working with Others’ is signposted in this Unit, tutors should utilise the opportunities indicated to reinforce the importance to team working within the industry setting. Formative work on team building and group dynamics should where practical be undertaken alongside instruction on the basics of self appraisal and group negotiation. It is critical that the delivery and assessment process identifies the transferable nature of this skill to other vocational contexts.

### **Open learning**

This Unit is suited to delivery by distance learning provided the candidates have access to appropriate production equipment and colleagues. Candidates attending college will have the advantage of involvement with presentations, the opportunity of group interaction and question and answer sessions.

If this Unit is delivered by open learning, arrangements will need to be made for assessment to be carried out and observed by a qualified assessor as this Unit is performance based.

For further information and advice, please refer to the SQA guide *Assessment and Quality Assurance for 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: Print Finishing Processes**

This Unit is designed to enable you to select, evaluate and identify the suitability of materials, equipment and machinery used to produce completed finished books, magazines, leaflets.

Some aspects of this Unit will be suitable for working in groups.

In the practical elements you will use print finishing materials, equipment and machinery to produce a range of completed products.

Assessments will be varied and the Unit will appeal to you if you enjoy working with a variety of materials and equipment. This Unit is of a mainly practical nature and will involve some degree of team working. You will produce a variety of print finishing products such as booklets and leaflets by the end of this Unit. This is the kind of evidence you might want to take with you to a prospective employer. In undertaking this Unit you will also develop your abilities in numeracy and your skills in working with others.