BOOK BINDER

Source: National competency Standard
(Competency Standards Code No:D22S004)
National Certificate at NVQ Levels in the occupation of
BOOK BINDER will be awarded to those who are competent in
unitS 1+2+3+4+5+6 - D22S004Q1L3 - NVQ Level 3
unitS 1+2+3+4+5+6+7 - D22S004Q2L4 - NVQ Level 4



NAITA Division

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	Module No	Learning Content	
Basic Modules	M-01 Introduction to printing industry	*	Printing processes (press)
		*	Properties of paper
		*	Paper sizes, sub divisions and measurements
		*	Paper calculation
		*	Planning for printing
	M-02 Binding and finishing	*	Handling of book binding tool, equipment and material
		*	Cutting operations and methods
		*	Folding methods and operation
		*	Securing operations
		*	Covering operations
		*	Maintenance of tools, equipment and relevant machinery
	M-03 Orientation to the book binding finishing department	*	Administrative procedures
		*	Safety procedures
		*	Ethics

Unit of Competency	Elements	Module No	Task Number & Task
1.Fold printed / blank sheets D22S004U01	1. Select printed / blank sheets for folding book work 2.Make signatures by folding printed sheets / blank sheets	**M -04** Prepare printed / blank sheets for securing	**A-1** Select printed / blank sheets for folding book work
			A-2 Make signatures by folding printed sheets / blank sheets
			A-3 Insert maps, charts or illustrations if available
			A-4 Gather / inset folded sections (Signatures)
			A-5 Mark and attach end papers
			A-6 Secure signatures
2. Gather / Inset folded sections D22S004U02	1. Gather/Inset folded sections (signatures) 2. Insert plates and plans 3. Paste end papers according to requirement of the book	**M-05** Prepare end papers	**B-1** Attach four pages end papers
			B-2 Hook and paste 4 pages end papers
			B-3 Prepare cloth joint end papers
			B-4 Prepare 4 pages end papers (inset / wrapped round)
			B-5 Attach stiff leaves end paper
			B-6 Prepare double sided end papers
3.Secure signatures D22S004U03	1. Dip and smash signatures to required thickness 2. Stitch gathered signatures	**M-06** Secure gathered sections	**C-1** Nip and smash signatures
			C-2 Secure sections using thread stitching
			C-3 Secure sections using wire stitching
			C-4 Secure sections using mechanical binding
			C-5 Adhesive binding machine
4.Prepare cover D22S004U04	1.Identify cover as appropriate to the book 2.Make book block (for case cover) 3.Make required type of cover Types of covers taken here as examples: (Printed cover, Case cover, (Rounded back case cover, Flat back case cover)	**M- 07** Prepare covers	**D-1** Prepare case cover
			D-2 Prepare paper block cover
			D-3 Prepare quarter bound cover
			D-4 Prepare half bound cover
			D-5 Prepare full bound cover
			D-6 Prepare hollow back cover

Unit of Competency	Elements	Module No	Task Number & Task
5.Perform finishing D22S004U05	1. Attach end papers to book as required 2. Trim the book to required size 3. Prepare book block for fixing cover. 4. Fix cover to book	**M -08** Perform finishing	**E-01** Prepare book spine
			E-02 Fix the cover to book
6.Bind spring back books D22S004U06	1. Prepare sections for spring back book 2. Prepare end papers 3. Stitch gathered sections and end papers & gum the spine 4. Perform trimming and rounding 5. Make stiffner & line the spine 6. Fix the board & prepare spring back 7. spring back 8. Perform Finishing	**M-09** Bind spring back books	**F-1** Prepare sections for spring back book
			F-2 Stitch prepared sections
			F-3 Attach end papers
			F-4 Gum the spine
			F-5 Prepare split boards
			F-6 Perform trimming
			F-7 Perform rounding
			F-8 Make stiffer and line the spine
			F-9 Prepare spring board
			F-10 Fix the boards and spring back to the book
			F-11 Perform finishing
7.Carry out rebinding D22S004U07	1. Repair pages/ plates 2. Repair sections / folded edges & 3.Perform securing of signatures together 4. Perform covering and finishing operations	**M-10** Carry out rebinding	**G-1** Repair pages / plates
			G-2 Repair sections / folded edges and secure signatures
			G-3 Perform covering and finishing operations