

# COGPACK6

## Finalise and present detailed packaging design proposals



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### Overview

This unit deals with the following:

- 1 Prepare finished designs
- 2 Present final designs

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

### Previous Version

Unit 1.6 SEMTA National Occupational Standards in Packaging (STM4)

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### Performance criteria

*You must be able to:*

- P1 plan and manage your time effectively to meet agreed deadlines
- P2 prepare finished designs that meet the requirements of the brief and derive directly from the prototype
- P3 create finished designs that are well-presented in terms of their visual appeal, finish and accuracy
- P4 prepare finished designs to a standard that enables meaningful evaluation by the customer to take place
- P5 ensure that your contribution links appropriately with those of any others involved
- P6 record the finished design in the appropriate format and in line with your organisation's quality standards and procedures
- P7 agree the objectives and format of the presentation meeting with the decision-maker and others involved
- P8 present proposals clearly and accurately by structuring arguments to explain how they meet the needs of the client
- P9 use the most appropriate presentation aids available
- P10 encourage the client and others involved to seek clarification and make comments and suggestions at appropriate stages
- P11 provide any additional information requested to assist discussions
- P12 define, agree and record any amendments or variations required

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### Knowledge and understanding

*You need to know and understand:*

- K1 the design aims and objectives
- K2 the requirements of the manufacturing process
- K3 the end use of the product
- K4 the timetable and budget for preparing the final design
- K5 how to optimise the use of resources and any constraints attached to their use
- K6 the relevant quality standards
- K7 presentation techniques
- K8 the presentation aids at your disposal (e.g. samples, drawings or electronic presentations)
- K9 your role within the presentation team

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### Glossary

- 1 **Resources**  
Materials, tools and equipment, techniques and processes
- 2 **Clients**  
New clients, existing clients
- 3 **Different Audiences**  
The client, different departmental colleagues

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

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**Suite** Packaging

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**Key words** prepare finished designs, present, proposed prototype, resources, clients

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