

# COGPACK9

## Contribute to finalising and presenting detailed packaging design proposals



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### Overview

This unit deals with the following:

- 1 Contribute to preparing finished designs
- 2 Contribute to submitting finished designs and proposed prototype realisation process

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 1.9 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 or contribute to preparing 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 confirm the objectives and format of the meeting with the decision-maker and others involved
- P8 ensure that your contribution to the submission of proposals is clear and accurate
- P9 use the most appropriate presentation aids available
- P10 contribute constructively to the discussions at appropriate stages
- P11 provide any additional information requested to assist discussions
- P12 define and record any amendments or variations required according to you organisation's procedures

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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 for preparing the final design
- K5 the relevant quality standards
- K6 the timetable for the submission
- K7 presentation techniques
- K8 the presentation aids at your disposal (e.g. samples, drawings or electronic presentations)
- K9 your role within the team

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### Glossary

- 1 **Working**  
Independently, with others
- 2 **Submitting to Different Audiences**  
The decision maker, 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** finished designs, preparing, submitting, proposed, prototype, submission