Qualification Title: GQA Level 2 Certificate In Print Administration

Qualification Number: 600/1743/0

Welsh Qualification Number: C00/1250/1

Qualification Specification

# Who is this qualification for?

This qualification is aimed at those who carry out Administration work in a print working environment. The standards cover the most important aspects of the job. This qualification is at Level 2, and should be taken by those who are fully trained to deal with routine assignments. Candidates should require minimum supervision in undertaking the job. A further qualification for Print Administration Management at Level 3 is also available. Candidates for this qualification will need to contribute to Company objectives, follow Health and Safety guidelines and have an understanding of the print activities within the Organisation in addition to the specific Administration duties involved in their job role.

Candidates are likely to have jobs entitled

* Administrator
* Clerk
* Office Worker
* Print Estimator
* Account Manager
* Production Coordinator

# Entry requirements

There are no formal entry requirements for learners undertaking this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

# Qualification support

This qualification has been designed and developed by GQA Qualifications with the support of

# Regulatory information

|  |  |
| --- | --- |
| Countries offered in:  | England, Northern Ireland, Wales  |
| Qualification type: | Occupational Qualification |
| Subject/sector areas  | Manufacturing technologies |
| Qualification operational start date:  | 01-May-2011 |
| Qualification review date:  |  |
| Applicable age ranges (years):  | 16-18, 19+ |

# Further information

Further information about this qualification can be obtained from: [www.gqaqualifications.com/qualifications](http://www.gqaqualifications.com/qualifications)

You can also contact GQA Qualifications directly at:

GQA Qualifications Ltd, Unit 1, Provincial House, Sheffield S4 7WW.

Tel 01142 720033, email to info@gqaqualifications.com

# Qualification achievement

Candidates must achieve all credits from the 7 mandatory units, plus a minimum of 3 credits from the group of optional units. This makes the minimum credit value of the qualification 27 credits.

GQA qualifications are made up of units that have a credit value or credits. These credits must be achieved in the correct combination of mandatory and optional units. Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria.

The units of assessment set out learning outcomes which describe what learners need to be able to do and understand. The learning outcomes are defined by assessment criteria which are used to assess competence, expressed as skills achieved and learned knowledge and understanding, to achieve the units. Achievement of the mandatory unit and optional units will mean the qualification has been completed and will be subject to approval of a claim for certification. GQA Qualifications will issue a certificate complete with the learner’s name, the qualification and unit titles and the credits achieved.

# Qualification Structure

|  |  |
| --- | --- |
| **Qualification Title:**  | GQA Level 2 Certificate In Print Administration |
| **Qualification Number (QAN):** | 600/1743/0 |
| **Welsh Qualification Number:** | C00/1250/1 |
| **Total Credits:** | 28 |
| **Total Qualification Time (TQT):** | 280 |
| **Guided Learning Hours (GLH):** | 188 |
| Candidates must achieve all credits from the 7 mandatory units, plus a minimum of 3 credits from the group of optional units. |
| **Mandatory units**  |
| **Unit number**  | **Title**  | **Level** | **Credit** |
| Y/601/9389 | Maintain health and safety within a print related working environment | 2 | 4 |
| H/601/9394 | Communicating and working with others in the print working environment | 2 | 3 |
| Y/502/8504 | Send and receive digital files | 2 | 1 |
| F/502/4625 | Spreadsheet software | 2 | 4 |
| T/503/1507 | Delivery of company customer service standards | 2 | 5 |
| R/601/9407 | Knowledge of the organisations printing processes and related information | 2 | 4 |
| R/502/4628 | Word processing software | 2 | 4 |
| **Optional units**  |
| R/503/1692 | Produce print estimates from price lists | 2 | 3 |
| Y/503/1693 | Maintain and archive print records | 2 | 2 |
| R/503/1370 | Collate print job cost information | 2 | 3 |

# Assessment

The qualification must be assessed using the following assessment method:

* E-assessment,
* Portfolio of Evidence

Learners are required to achieve all learning outcomes within units of assessment. All assessment is subject to internal quality assurance within approved centres providing this qualification. External quality assurance of assessment and internal quality assurance within approved centres is provided by GQA Qualifications.