Qualification Title: GQA Level 2 NVQ Certificate In Print Finishing

Qualification Number: 600/0599/3

Welsh Qualification Number: C00/1250/4

Qualification Specification

# Who is this qualification for?

This qualification is aimed at those who work as machine operatives (minders) within the Print Finishing department. 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 Finishing at Level 3 is also available. In addition, there are qualifications available to cover Machine Printing and Pre-press. Candidates for this qualification will need to contribute to the Company objectives, follow Health and Safety guidelines and in addition candidates for this qualification will primarily be:

* Operating Print Finishing equipment
* Involved in the set up and running, maintenance and cleaning of Print Finishing equipment

Due to the wide range of tasks involved in Print Finishing it is difficult to give a definitive list of job titles but Candidates could have any of the following job titles:

* Binding Operator
* Guillotine Operator
* Folder Operator
* Carton Manufacturer
* Print Finisher

# 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-Feb-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

This qualification has 4 mandatory units and 2 pathways. Candidates must achieve all credits from the 4 mandatory units, plus a minimum of 3 credits from the units in 1 of the 2 pathways. This makes the minimum credit value of the qualification 18 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

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| --- | --- |
| **Qualification Title:**  | GQA Level 2 NVQ Certificate In Print Finishing  |
| **Qualification Number (QAN):** | 600/0599/3 |
| **Welsh Qualification Number:** | C00/1250/4 |
| **Total Credits:** | 18 |
| **Total Qualification Time (TQT):** | 180 |
| **Guided Learning Hours (GLH):** | 116 |
| Candidates must achieve all credits from the 4 mandatory units, plus a minimum of 3 credits from the units in 1 of the 2 pathways. |
| **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 |
| F/601/9399 | Keep equipment clean and in working order for use in the printing industry | 2 | 4 |
| R/601/9407 | Knowledge of the organisations printing processes and related information | 2 | 4 |
| **General Print Pathway** |
| A/601/9417 | Set and run guillotines | 2 | 5 |
| L/601/9440 | Set and run multiple hopper feeders | 2 | 4 |
| H/601/9430 | Set and run booklet making machinery | 2 | 5 |
| H/601/9444 | Set and run auto-fed sewing machinery | 2 | 4 |
| R/502/8498 | Set and run carton enhancing machinery | 2 | 5 |
| R/601/9410 | Set and run slitting and re-reeling equipment adhesive label production | 2 | 3 |
| J/601/9422 | Set and run auto-packing, storage or palletising equipment | 2 | 3 |
| J/601/9436 | Set and run case making machinery | 2 | 6 |
| R/601/9438 | Set and run folding machinery | 2 | 5 |
| T/601/9433 | Set and run adhesive binding machinery | 2 | 5 |
| K/601/9428 | Set and run foil blocking machinery | 2 | 6 |
| K/601/9431 | Set and run mail processing machinery | 2 | 5 |
| Y/601/9411 | Set and run laminating equipment | 2 | 4 |
| Y/601/9439 | Set and run multi-knife trimming machinery | 2 | 4 |
| K/601/9445 | Set and run cutting and creasing machinery | 2 | 5 |
| L/502/8497 | Set and run wire binding machinery | 2 | 3 |
| F/601/9435 | Set and run casing-in machinery | 2 | 6 |
| L/601/9423 | Set and run auto punching and cutting machinery | 2 | 5 |
| **Newspapers & Periodicals Pathway** |
| H/601/9427 | Set and run automated inserting equipment for newspapers and periodicals | 2 | 4 |
| J/601/9422 | Set and run auto-packing, storage or palletising equipment | 2 | 3 |
| Y/601/9392 | Materials handling, transportation and storage within the print working environment | 2 | 4 |
| T/601/9433 | Set and run adhesive binding machinery | 2 | 5 |
| Y/601/9439 | Set and run multi-knife trimming machinery | 2 | 4 |

# 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.