# Qualification Title: GQA Level 2 Certificate In Reprographics

# Qualification Number: 600/6836/X

# Qualification Specification

# Who is this qualification for?

# This qualification is aimed at those who carry out a cross section of activities within a print or reprographic working environment and is particularly suited to those whose job role and responsibilities do not make one of the suite of qualifications covering specific parts of the print industry achievable or appropriate. The standards cover the most important aspects of the job. This qualification is at Level 2, and should be taken by those dealing with routine activities/assignments. Candidates should require minimum supervision in undertaking the job.

# 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 |
| Qualification type: | Occupational Qualification |
| Subject/sector areas | Manufacturing technologies |
| Qualification operational start date: | 01-Oct-2012 |
| 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 15 credits from mandatory units plus 16 credits from optional group.

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 Certificate In Reprographics | | |
| **Qualification Number (QAN):** | | 600/6836/X | | |
| **Total Credits:** | | 31 | | |
| **Total Qualification Time (TQT):** | | 310 | | |
| **Guided Learning Hours (GLH):** | | 187 | | |
| Candidates must achieve all 15 credits from mandatory units plus 16 credits from optional group. | | | | |
| **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 |
| **Optional units** | | | | |
| K/601/9400 | Make lithographic printing plates | | 2 | 4 |
| L/502/8502 | Output Digital Image Carriers for Print | | 2 | 8 |
| D/601/9412 | Prepare and Maintain Image Carriers for Printing | | 2 | 4 |
| M/601/9396 | Create Digital Artwork for Print | | 2 | 5 |
| M/502/8511 | Plan and Produce Edited Images | | 3 | 4 |
| Y/502/8504 | Send and Receive Digital Files | |  |  |
| A/502/8513 | Use of scanning techniques to create digital images | | 2 | 6 |
| Y/601/9408 | Set up and run machinery within the Print Industry | | 2 | 10 |
| R/502/8503 | Operate digital printing machines | | 2 | 4 |
| M/601/9401 | Prepare Inks and Coatings for Printing | | 2 | 4 |
| R/601/9438 | Set and Run Folding Machinery | | 2 | 5 |
| A/601/9417 | Set and Run Guillotines | | 2 | 5 |
| H/601/9430 | Set and run booklet making machinery | | 2 | 5 |
| L/502/8497 | Set and Run wire binding machinery | | 2 | 3 |
| T/601/9433 | Set and run adhesive binding machinery | | 2 | 5 |
| Y/601/9411 | Set and run laminating equipment | | 2 | 4 |
| T/503/1507 | Delivery of Company Customer Service Standards | | 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.