Qualification Title: GQA Level 3 NVQ Diploma In Print Administration

Qualification Number: 600/2808/7

Welsh Qualification Number: C00/1244/2

Qualification Specification

# Who is this qualification for?

This qualification is aimed at those who carry out administration work in a print working environment. This qualification is at Level 3, although some units may be at different levels. Level 3 qualifications are primarily aimed at those who are fully trained and experienced in a wide range of roles that may involve decision making, quality checks, and making contributions to improvements in working practices and procedures. Candidates should require minimum supervision in undertaking the job and may also take on a supervisory role, particularly in relation to less-experienced colleagues. They will also work closely with customers and have well-developed knowledge of the organisation worked for and the print industry. A further qualification for print administration at Level 2 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. Due to the wide range of job roles and the diverse nature of organisations in the print industry it is difficult to give a definitive list of job roles the qualification may be appropriate for but Candidates could have jobs entitled:

* Senior Administrator
* Print Estimator
* Office Supervisor
* Customer Service Manager
* Senior Clerk
* Account Manager
* Office 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-Sep-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 a group of 7 mandatory units, which have a total of 26 credits and a number of groups of optional units. Candidates must achieve all of the mandatory units, and the required minimum credits from the chosen pathway.

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 3 NVQ Diploma In Print Administration  |
| **Qualification Number (QAN):** | 600/2808/7 |
| **Welsh Qualification Number:** | C00/1244/2 |
| **Total Credits:** | 45 |
| **Total Qualification Time (TQT):** | 450 |
| **Guided Learning Hours (GLH):** | 226 |
| Candidates must achieve all of the mandatory units, and the required minimum credits from the chosen pathway. |
| **Mandatory units**  |
| **Unit number**  | **Title**  | **Level** | **Credit** |
| L/601/9390 | Promote and Maintain Health and Safety in a Print Related Working Environment | 3 | 4 |
| L/601/9406 | Understanding the Print Industry | 3 | 4 |
| D/601/9393 | Contribute to Improving the Effectiveness of the Print Organisation | 3 | 5 |
| R/601/9407 | Knowledge of the Organisations Printing Processes and related information | 2 | 4 |
| Y/502/8504 | Send and Receive Digital Files | 2 | 1 |
| F/502/4625 | Spreadsheet Software | 2 | 4 |
| R/502/4628 | Word Processing Software | 2 | 4 |
| **Optional Units – Candidates must achieve 14 credits** |
| H/503/3835 | Review print production costs and prepare invoices | 3 | 3 |
| L/500/4586 | Choose supplies and suppliers for your business | 3 | 2 |
| D/601/2539 | Order products and services | 3 | 5 |
| K/503/3836 | Understanding Internal and External Supply Chains | 4 | 6 |
| D/500/7296 | Database Software | 3 | 10 |
| T/503/3838 | Monitor organisational quality systems in printing | 3 | 3` |
| J/503/3827 | Understanding of the Company Standard Operating Procedures and how to develop them | 3 | 8 |
| F/503/3843 | Understand how to Organise The Workplace | 4 | 7 |
| R/503/1692 | Produce print estimates from Price Lists | 2 | 3 |
| Y/503/3847 | Understanding the Environmental Impact of work activities | 4 | 6 |
| Y/502/7501 | Handling objections, negotiating and closing sales | 3 | 6 |
| Y/503/1693 | Maintain and archive print records | 2 | 2 |
| R/502/8601 | Meeting customers’ after sales needs | 2 | 3 |
| R/502/7500 | Preparing and delivering a sales presentation | 3 | 5 |
| R/502/8534 | Preflight Digital Files | 3 | 4 |
| **Costing & Estimating (Pathway) Mandatory Units** |
| Y/503/4397 | Produce and analyse estimates for print or print services | 3 | 5 |
| **Production Coorindator (Pathway) Mandatory Units** |
| F/503/3860 | Plan, schedule and monitor print production | 3 | 5 |
| **Costing & Estimating (Pathway) Mandatory Units** |
| L/503/3862 | Understanding and contributing to the achievement of Customer satisfaction | 4 | 6 |

# 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.