Qualification Title: GQA Level 3 NVQ Certificate In Print Finishing

Qualification Number: 600/0523/3

Welsh Qualification Number: C00/1250/9

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 3, and should be taken by those who have the responsibility for managing the machines, including monitoring and controlling the quality of output using a range of methods, and are responsible for ensuring the production records are completed in line with Company requirements.

A further qualification for Print Finishing at Level 2 is also available. In addition, there are qualifications available to cover Machine Printing and Pre-press job roles. Candidates for this qualification will need to contribute to improving efficiency in the completion of the Company objectives, promote the Company Health and Safety guidelines and policies, and in addition candidates for this qualification will primarily be:

* Responsible for the quality of output of Print Finishing equipment
* In control of 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

Candidates should achieve credits for all 5 mandatory units, plus a minimum of 8 credits from the units in Pathway 1 (General Print) or 10 credits from Pathway 2 (Newspapers and Periodicals). This makes the minimum credit value of the qualification 31 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 3 NVQ Certificate In Print Finishing  |
| **Qualification Number (QAN):** | 600/0523/3 |
| **Welsh Qualification Number:** | C00/1250/9 |
| **Total Credits:** | 31 |
| **Total Qualification Time (TQT):** | 310 |
| **Guided Learning Hours (GLH):** | 141 |
| Candidates should achieve credits for all 5 mandatory units, plus a minimum of 8 credits from the units in Pathway 1 (General Print) or 10 credits from Pathway 2 (Newspapers and Periodicals). |
| **Mandatory units**  |
| **Unit number**  | **Title**  | **Level** | **Credit** |
| D/601/9393 | Contribute to improving the effectiveness of the print organisation | 3 | 5 |
| K/601/9395 | Maintain print equipment in working order | 3 | 6 |
| J/502/8501 | Plan work to meet production requirements | 3 | 4 |
| L/601/9406 | Understanding the print industry | 3 | 4 |
| L/601/9390 | Promote and maintain health and safety in a print related working environment | 3 | 4 |
| **General Print Pathway – Optional Units**  |
| M/502/8556 | Manage adhesive binding machinery | 3 | 4 |
| Y/601/9392 | Materials handling, transportation and storage within the print working environment | 2 | 4 |
| H/601/9430 | Set and run booklet making machinery | 2 | 5 |
| F/502/8562 | Manage folding machinery | 3 | 8 |
| F/502/8593 | Manage insetting-stitching-trimming machinery | 3 | 9 |
| Y/601/9439 | Set and run multi-knife trimming machinery | 2 | 4 |
| L/601/9440 | Set and run multiple hopper feeders | 2 | 4 |
| K/502/8586 | Manage cutting and creasing machinery | 3 | 9 |
| L/502/8581 | Manage carton enhancing machinery | 3 | 7 |
| L/502/8497 | Set and run wire binding machinery | 2 | 3 |
| J/601/9422 | Set and run auto-packing, storage or palletising equipment | 2 | 3 |
| R/502/8565 | Manage auto-fed sewing machinery | 3 | 7 |
| T/502/8557 | Manage case making machinery | 3 | 6 |
| R/601/9410 | Set and run slitting and re-reeling equipment adhesive label production | 2 | 3 |
| Y/601/9411 | Set and run laminating equipment | 2 | 4 |
| T/502/8560 | Manage casing-in machinery | 3 | 7 |
| T/502/8574 | Manage foil blocking machinery | 3 | 5 |
| A/502/8589 | Manage mail processing machinery | 3 | 5 |
| M/502/8623 | Manage guillotines | 3 | 9 |
| **Newspapers & Periodicals Pathway – Optional Units**  |
| R/502/8632 | Manage automated inserting equipment for newspapers and periodicals | 3 | 6 |
| F/502/8626 | Set and run in line automated stitch and trim equipment for newspaper and periodical production | 2 | 4 |
| K/502/8619 | Manage materials handling for newspaper and periodicals print finishing | 3 | 6 |
| M/502/8556 | Manage adhesive binding machinery | 3 | 4 |
| 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.