



Summary of the:

**GQA LEVEL 2 AWARD IN KNOWLEDGE OF THE PRINT ADMINISTRATION WORKING ENVIRONMENT**

Qualification number 600/3245/5 Welsh Qualification Number C00/1250/5

**Who is this qualification for?**

This qualification is aimed at individuals wishing to gain knowledge of the basic requirements of working safely and effectively in an administration role within the print industry and is particularly suited to individuals undertaking an apprenticeship in administration.

Establishing underpinning knowledge and understanding relevant to the administration duties, this qualification is intended to be capable of delivery through both a taught programme of off-the-job learning or through workplace assessment (for those with access to the real workplace). A further qualification is available at Level 3 in administration and there is a suite of qualifications for those employed in production roles within the print industry. 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:

- Administrator
- Office clerk

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, this qualification has a TQT of 120 hours.

**What is required from candidates?**

GQA qualifications are made up of a number of units that have a credit value or credits. This qualification has 3 mandatory units, which have a value of 12 credits. Candidates must achieve all of the units. The units are made up of the knowledge needed to carry out the work safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit..

Unit Ref	Title	Level	Credit
<b>Mandatory Units</b>			
F/503/4040	Knowledge of Health and Safety in Print Administration	2	3
PTC009			
F/503/4037	Knowledge of Print Administration	2	6
PTC010			
F/602/3940	Employment Rights and Responsibilities in the Processing and Manufacturing Industries	2	3
ERR1			

**Assessment Guidance**

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

**Types of evidence:**

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

**Quantity of evidence:**

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

**Please Note that photocopied or downloaded documents such as manufacturers’ or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.**

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