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

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units: this qualification has 4 mandatory units and 2 pathways. Candidates should 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. The units within the 2 pathways are intended to allow all those involved in Machine Printing to achieve the full qualification: when choosing from the Pathways it is important to ensure the units selected are appropriate and achievable within your job role.

The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

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 180 hours. Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to pass the qualification. These are referred to as Guided Learning Hours (GLH). The GLH for this qualification is 116

Unit Ref	Title	Level	Credit
Mandatory Units			
Y/601/9389	Maintain Health and Safety within a Print Related Working Environment	2	4
PR001			
H/601/9394	Communicating and Working with Others in the Print Working Environment	2	3
PR997			
F/601/9399	Keep Equipment Clean and in Working Order for use in the Printing Industry	2	4
PR250			
R/601/9407	Knowledge of the Organisations Printing Processes and related information	2	4
PR996			
General Print Pathway (Pathway - Credits: 3 Minimum)			
A/601/9417	Set and Run Guillotines	2	5
PR357			
L/601/9440	Set and Run multiple hopper feeders	2	4
PR365			
M/601/9429	Set and Run insetting-stitching-trimming machines	2	7
PR352			

H/601/9430 PR356	Set and run booklet making machinery	2	5
H/601/9444 PR366	Set and Run auto-fed sewing machinery	2	4
R/502/8498 PR991	Set and run Carton Enhancing machinery	2	5
R/601/9410 PR408	Set and run slitting and re-reeling equipment adhesive label production	2	3
J/601/9422 PR265	Set and run auto-packing, storage or palletising equipment	2	3
J/601/9436 PR362	Set and run case making machinery	2	6
R/601/9438 PR363	Set and Run Folding Machinery	2	5
T/601/9433 PR360	Set and run adhesive binding machinery	2	5
K/601/9428 PR350	Set and run foil blocking machinery	2	6
K/601/9431 PR359	Set and run mail processing machinery	2	5
Y/601/9411 PR407	Set and run laminating equipment	2	4
Y/601/9439 PR364	Set and Run multi-knife trimming machinery	2	4
K/601/9445 PR401	Set and run cutting and creasing machinery	2	5
L/502/8497 PR355	Set and Run wire binding machinery	2	3
F/601/9435 PR361	Set and run casing-in machinery	2	6
L/601/9423 PR349	Set and Run auto punching and cutting machinery	2	5
Newspapers & Periodicals Pathway (Pathway - Credits: 3 Minimum)			
H/601/9427 PR309	Set and run automated inserting equipment for newspapers and periodicals	2	4
J/601/9422 PR265	Set and run auto-packing, storage or palletising equipment	2	3
Y/601/9392 PR312	Materials Handling, Transportation and Storage within the Print Working Environment	2	4
T/601/9433 PR360	Set and run adhesive binding machinery	2	5
Y/601/9439 PR364	Set and Run multi-knife trimming machinery	2	4

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 though 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.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident books/reporting systems
- Notes and memos
- Safety records
- Photographic/video evidence
- Training records/reviews

- Job bags/works instruction tickets
- Job samples
- Customer feedback (internal or external)
- Witness testimonies
- production records

Examples of evidence could include:

- Assessor observation reports
- Product output (good and fault samples)
- Witness testimonies
- Job bags/work instruction tickets/production records
- Examples of maintenance and/or records
- Examples of component replacement and/or records
- Use of equipment inc PPE
- Emergency procedures, risk assessments,Accident reporting systems
- Tutor and employer feedback/reviews
- Photographic evidence
- Professional discussion
- Responses to oral and written questions
- Written narrative

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.