Who is this qualification for?

This qualification is at Level 4, although some units may be at different levels. Level 4 qualifications are primarily aimed at those who are fully trained and experienced in a wide range of roles that involve decision making. This qualification is aimed at those who have the responsibility and/or opportunity for providing leadership
in a print working environment.

Candidates will require knowledge of health and safety and environmental issues in the print industry along with the need to understand the importance of keeping skills and knowledge current. The qualification has been written in a way that will require the candidate to also prove knowledge of technical matters, quality checks and the legal and commercial aspects of the print industry. Candidates will also need to be able to identify potential for improvements in working practices and procedures of themselves, individuals, departments and processes and procedures.

Candidates may also take on a supervisory role, particularly in relation to less-experienced colleagues. There is a suite of qualifications available to cover a wide range of roles in operational and administrative roles within the print industry at Level 2 and Level 3. 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. The qualification is not restricted to those with
managerial responsibility but candidates must ensure they will have the opportunity to produce the required evidence.

Some possible examples of job titles are shown below:

- General Manager
- Department Process Manager
- Team Leader
- Production Coordinator

- Operations Manager
- Supervisor
- No. 1 Printer
- Line Manager

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 620 hours.

Unit Ref	Title	Level	Credit
Mandatory Units			
R/503/4088 PR043	Knowledge of promoting, maintaining and evaluating Health and Safety in the Print related working environment	4	6
Y/503/3847 PR444	Understanding the Environmental Impact of work activities	4	6
H/503/4094 GEN112	CPD as a self development tool	3	4
Optional Units A (Credits: 10 Minimum)			
L/503/1187 GEN113	Identifying And Organising Resources To Fulfil Work Requirements	4	6
K/503/4095 GEN998	Delivery of Effective Training Programmes	4	10
T/503/4097 PR556	Provide Leadership in the Workplace	4	8
F/503/4135 GEN997	Monitoring and developing Individual Staff to improve performance and efficiency	4	6
J/503/4136 GEN996	Supervising others	3	6
R/503/1188 GEN098	Providing Operational Support	4	4
Optional Units B (Credits: 12 Minimum)			
H/503/4208 PR100	Understanding Colour Management	4	7
T/503/4150	Understanding how to identify and rectify technical problems	4	6

PR035			
L/503/3845	Maintenance of Mechanical Equipment	4	8
PR558			
K/503/4209	The Properties of paper, board, inks and coatings in Print	4	6
PR042			
Optional Units C (Credits: 13 Minimum)			
Y/503/4190	Understanding the principles of Quality Auditing	4	6
PR557			
J/503/4198	Understanding How to Review Job Changeover Processes	4	9
GEN990			
F/503/3843	Understand how to Organise The Workplace	4	7
GEN992			
L/503/4199	Understanding Methods of Continuous Improvement	4	10
GEN991			
Optional Units D (Credits: 11 Minimum)			
D/503/4207	Law for Printers	4	5
PR040			
K/503/3836	Understanding Internal and External Supply Chains	4	6
PR555			
L/503/3862	Understanding and contributing to the achievement of Customer satisfaction	4	6
PR559			
A/503/4831	Understanding and contributing to the aims of the Organisation	4	6
PR560			

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:

- Training records
- Notes and memos
- Witness testimonies
- Examples of management information records
- Tutor and employer feedback/reviews
- Professional discussion
- Responses to oral and written questions
- Written narrative
- Estimates, quotations, contracts
- Customer feedback and communications
- Job bags/work instruction tickets/production records
- Emergency procedures, risk assessments, accident reporting systems
- Photographic evidence
- Accident books/reporting systems

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.

GQA Qualifications, Unit 1, 12 O'clock Court, Attercliffe Road, Sheffield, S4 7WW
Tel: 0114 272 0033   Fax: 0114 276 8466   Email: info@gqaqualifications.com
Website: www.gqaqualifications.com

August 2018
GQA LEVEL 4 DIPLOMA IN PRINT LEADERSHIP 600/2820/8 & C00/1251/1