



Summary of the:

GQA Level 2 Certificate in Reprographics (600/6836/X)

Who is this qualification for?

This qualification is aimed at those who carry out a cross section of activities within a print or reprographic working environment and is particularly suited to those whose job role and responsibilities do not make one of the suite of qualifications covering specific parts of the print industry achievable or appropriate. The standards cover the most important aspects of the job. This qualification is at Level 2, and should be taken by those dealing with routine activities/assignments. Candidates should require minimum supervision in undertaking the job.

There are qualifications to cover machine printing, print finishing, pre-press and administration job roles available through GQA, further information can be found at www.gqaqualifications.com

What is required from candidates?

Candidates for this qualification will need to prove the skills and knowledge required to work safely, communicate with others and keep equipment in good working order as well as having an understanding of the range of print related services provided by their organisation. In addition to these core skills candidates will have the opportunity to prove competence in a range of print related services and activities.

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 310 hours.

| Unit Ref | Title | Level | Credit |
|--------------------------------|--|-------|--------|
| Group A Mandatory Units | | | |
| Y/601/9389 PR001 | Maintain Health and Safety within a Print Related Working Environment | 2 | 4 |
| H/601/9394 PR997 | Communicating and Working with Others in the Print Working Environment | 2 | 3 |
| F/601/9399 PR250 | Keep Equipment Clean and in Working Order for use in the Printing Industry | 2 | 4 |
| R/601/9407 PR996 | Knowledge of the Organisations Printing Processes and related information | 2 | 4 |
| Group B Optional Units | | | |
| K/601/9400 PR251 | Make lithographic printing plates | 2 | 4 |
| L/502/8502 PR129 | Output Digital Image Carriers for Print | 2 | 8 |
| D/601/9412 PR257 | Prepare and Maintain Image Carriers for Printing | 2 | 4 |
| M/601/9396 PR710 | Create Digital Artwork for Print | 2 | 5 |
| M/502/8511 PR127 | Plan and Produce Edited Images | 3 | 4 |
| Y/502/8504 PR124 | Send and Receive Digital Files | 2 | 1 |
| A/502/8513 PR125 | Use of scanning techniques to create digital images | 2 | 6 |
| Y/601/9408 PR995 | Set up and run machinery within the Print Industry | 2 | 10 |
| R/502/8503 PR227 | Operate digital printing machines | 2 | 4 |
| M/601/9401 PR252 | Prepare Inks and Coatings for Printing | 2 | 4 |
| R/601/9438 | Set and Run Folding Machinery | 2 | 5 |

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|------------|--|---|---|
| PR363 | | | |
| A/601/9417 | Set and Run Guillotines | 2 | 5 |
| PR357 | | | |
| H/601/9430 | Set and run booklet making machinery | 2 | 5 |
| PR356 | | | |
| K/601/9428 | Set and run foil blocking machinery | 2 | 6 |
| PR350 | | | |
| L/502/8497 | Set and Run wire binding machinery | 2 | 3 |
| PR355 | | | |
| T/601/9433 | Set and run adhesive binding machinery | 2 | 5 |
| PR360 | | | |
| Y/601/9411 | Set and run laminating equipment | 2 | 4 |
| PR407 | | | |
| T/503/1507 | Delivery of Company Customer Service Standards | 2 | 5 |
| PR003 | | | |
| Y/601/9439 | Set and Run multi-knife trimming machinery | 2 | 4 |
| PR364 | | | |

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.

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 could be supplemented by the following types of physical or documentary evidence:

- Quality/production records
- Witness testimonies
- Photographic evidence
- Artwork
- Professional discussion
- Written narrative
- Prepared and completed customer orders
- Job bags/work instruction tickets/production records
- Examples of component replacement and/or records
- Examples of maintenance reports and/ or records
- Responses to oral and written questions
- Emergency procedures, risk assessments, accident 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.



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