Summary of the:

GQA Level 2 NVQ Certificate in Pre Press for Print (600/0608/0)

Who is this qualification for?

This qualification is aimed at those who work within a commercial production environment, with responsibilities for Digital Artwork, Digital Pre-Press or Digital Print Production. 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 minimal supervision in undertaking the job. A further qualification at Level 3 is also available.
In addition, there are qualifications available to cover Machine Printing and Print Finishing.

Candidates for this qualification will need to contribute to the Company objectives, follow Health and Safety guidelines and in addition will have varied duties according to the relevant pathway, for example:

Those involved in Digital Printing will primarily be involved in:
- Operating Digital Printing machines
- Equipment maintenance

Those involved in Pre-Press will primarily be involved in:
- Producing image carriers for output
- Equipment maintenance

Those involved in Digital Artwork will primarily be involved in:
- Creating digital artwork for print
- Handling digital files
- Working with digital images

Candidates are likely to have jobs entitled:
- Desktop Publisher/Artworker
- Pre-Press Operatives
- Digital Printer.

What is required from candidates?

GQA Qualifications are made up of a number of units that have a credit value. These credits must be achieved in the correct combination from mandatory and optional units, and in some cases from specific pathways. This qualification includes 3 pathways for Digital Printing, Pre-Press and Digital Artwork. To achieve the qualification, candidates must complete the 3 mandatory units and then the required credits from one of the 3 pathways.

The group of optional units is intended to allow all those involved in Pre-Press for Print to achieve the full qualification: when choosing from the optional units, it is important to ensure the units selected are appropriate and achievable within your job role.

This qualification has a minimum credit value of 19 credits.

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 190 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 113

Unit Ref	Title	Level	Credit
Mandatory Units (Candidates must achieve all credits from this group) (Mandatory - Credits: 11 Minimum)			
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
R/601/9407 PR996	Knowledge of the Organisations Printing Processes and related information	2	4
Digital Printing (Mandatory) (Pathway - Mandatory - Credits: 8 Minimum)			
F/601/9399 PR250	Keep Equipment Clean and in Working Order for use in the Printing Industry	2	4
R/502/8503	Operate digital printing machines	2	4

PR227			
Digital Printing (Optional) (Pathway - Optional - Credits: 1 Minimum)			
Y/502/8504	Send and Receive Digital Files	2	1
PR124			
H/601/9430	Set and run booklet making machinery	2	5
PR356			
A/601/9417	Set and Run Guillotines	2	5
PR357			
Y/601/9392	Materials Handling, Transportation and Storage within the Print Working Environment	2	4
PR312			
Y/601/9439	Set and Run multi-knife trimming machinery	2	4
PR364			
R/502/8534	Preflight Digital Files	3	4
PR130			
J/502/8532	Manage Colour Reproduction In Digital Pre-Press	3	4
PR122			
Pre-Press (Mandatory) (Pathway - Mandatory - Credits: 4 Minimum)			
F/601/9399	Keep Equipment Clean and in Working Order for use in the Printing Industry	2	4
PR250			
Pre-Press (Optional) (Pathway - Optional - Credits: 4 Minimum)			
D/502/8505	Make photopolymer plates for flexographic printing	2	4
PR105			
K/601/9400	Make lithographic printing plates	2	4
PR251			
K/502/8507	Make Gravure Cylinders	2	4
PR106			
M/502/8508	Prepare Stencils for Printing	2	4
PR219			
L/502/8502	Output Digital Image Carriers for Print	2	8
PR129			
Y/502/8504	Send and Receive Digital Files	2	1
PR124			
Digital Artwork (Mandatory) (Pathway - Mandatory - Credits: 5 Minimum)			
M/601/9396	Create Digital Artwork for Print	2	5
PR710			
Digital Artwork (Optional) (Pathway - Optional - Credits: 4 Minimum)			
M/502/8511	Plan and Produce Edited Images	3	4
PR127			
Y/502/8504	Send and Receive Digital Files	2	1
PR124			
L/502/8502	Output Digital Image Carriers for Print	2	8
PR129			
A/502/8513	Use of scanning techniques to create digital images	2	6
PR125			
D/502/8505	Make photopolymer plates for flexographic printing	2	4
PR105			
K/601/9400	Make lithographic printing plates	2	4
PR251			
K/502/8507	Make Gravure Cylinders	2	4
PR106			
M/502/8508	Prepare Stencils for Printing	2	4
PR219			
R/502/8534	Preflight Digital Files	3	4
PR130			
J/502/8532	Manage Colour Reproduction In Digital Pre-Press	3	4
PR122			

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
- Screen dumps
- Printed output (good and fault copies)
- Proof copies
- 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.