



**Summary of the:**

**GQA LEVEL 2 CERTIFICATE IN PRINT ADMINISTRATION (Qualification Number 600/1743/0 Welsh Qualification Number C00/1250/1)**

**Who is this qualification for?**

This qualification is aimed at those who carry out Administration work in a print working environment. 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 Administration Management at Level 3 is also available. Candidates for this qualification will need to contribute to Company objectives, follow Health and Safety guidelines and have an understanding of the print activities within the Organisation in addition to the specific Administration duties involved in their job role.

Candidates are likely to have jobs entitled

- Administrator
- Clerk
- Office Worker
- Print Estimator
- Account Manager
- Production Coordinator

**What is required from candidates?**

GQA 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 7 mandatory units and a group of optional units. Candidates should achieve all credits from the 7 mandatory units, plus a minimum of 3 credits from the group of optional units. This makes the minimum credit value of the qualification 27 credits. The group of optional units is intended to allow all those involved in Print Administration 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. 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 280 hours.

Unit Ref	Title	Level	Credit
<b>Mandatory units</b>			
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
Y/502/8504 PR124	Send and Receive Digital Files	2	1
F/502/4625 SS2	Spreadsheet Software	2	4
T/503/1507 PR003	Delivery of Company Customer Service Standards	2	5
R/601/9407 PR996	Knowledge of the Organisations Printing Processes and related information	2	4
R/502/4628 WP2	Word Processing Software	2	4
<b>Optional Units A (Optional - Credits: 3 Minimum, 3 Maximum)</b>			
R/503/1692 PR526	Produce print estimates from Price Lists	2	3
Y/503/1693 PR527	Maintain and archive print records	2	2
R/503/1370 PR528	Collate print job cost information	2	3

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

- Accident books/reporting systems
- Training records
- Estimates and quotations
- Notes and memos
- Customer feedback and communications
- Witness testimonies
- Job bags/work instruction tickets/  
production records
- Examples of management information records

**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 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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