



# GQA

All about the learner

## GQA LEVEL 3 NVQ CERTIFICATE IN PRINT FINISHING

**Qualification Number 600/0523/3**

**Welsh Qualification Number C00/1250/9**

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	Name and Signature	Date
Candidate		
Lead Assessor		
IQA		
EQA		

# Introduction to the Qualification

## 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 3, and should be taken by those who have the responsibility for managing the machines, including monitoring and controlling the quality of output using a range of methods, and are responsible for ensuring the production records are completed in line with Company requirements. A further qualification for Print Finishing at Level 2 is also available. In addition, there are qualifications available to cover Machine Printing and Pre-press job roles. Candidates for this qualification will need to contribute to improving efficiency in the completion of the Company objectives, promote the Company Health and Safety guidelines and policies, and in addition candidates for this qualification will primarily be:

- Responsible for the quality of output of Print Finishing equipment
- In control of 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 5 mandatory units and 2 pathways comprising optional units. Candidates should achieve credits for all 5 mandatory units, plus a minimum of 8 credits from the units in Pathway 1 (General Print) or 10 credits from Pathway 2 (Newspapers and Periodicals). This makes the minimum credit value of the qualification 31 credits.

The pathways are intended to allow all those involved in Print Finishing to achieve the full qualification: when choosing from the optional units within the pathways it is essential to ensure the units selected are appropriate and achievable within your job role. When selecting the optional units it is necessary to have or be able to gain the skills, knowledge and opportunity to demonstrate competence to the Assessor in the workplace. 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 310 hours.

Unit Ref	Title	Level	Credit
<b>Mandatory units</b>			
D/601/9393 PR999	Contribute to Improving the Effectiveness of the Print Organisation	3	5
K/601/9395 PR004	Maintain Print Equipment in Working Order	3	6
J/502/8501 PR120	Plan work to meet production requirements	3	4
L/601/9406 PR998	Understanding the Print Industry	3	4
L/601/9390 PR002	Promote and Maintain Health and Safety in a Print Related Working Environment	3	4
<b>General Print (Pathway - Credits: 8 Minimum)</b>			
M/502/8556 PR343	Manage Adhesive Binding Machinery	3	4
Y/601/9392 PR312	Materials Handling, Transportation and Storage within the Print Working Environment	2	4

H/601/9430	Set and run booklet making machinery	2	5
PR356			
F/502/8562	Manage Folding Machinery	3	8
PR663			
F/502/8593	Manage Insetting-Stitching-Trimming Machinery	3	9
PR652			
Y/601/9439	Set and Run multi-knife trimming machinery	2	4
PR364			
L/601/9440	Set and Run multiple hopper feeders	2	4
PR365			
K/502/8586	Manage Cutting and Creasing Machinery	3	9
PR601			
L/502/8581	Manage Carton Enhancing Machinery	3	7
PR691			
L/502/8497	Set and Run wire binding machinery	2	3
PR355			
J/601/9422	Set and run auto-packing, storage or palletising equipment	2	3
PR265			
R/502/8565	Manage Auto-Fed Sewing Machinery	3	7
PR666			
T/502/8557	Manage Case Making Machinery	3	6
PR662			
R/601/9410	Set and run slitting and re-reeling equipment adhesive label production	2	3
PR408			
Y/601/9411	Set and run laminating equipment	2	4
PR407			
T/502/8560	Manage Casing-in Machinery	3	7
PR661			
T/502/8574	Manage Foil Blocking Machinery	3	5
PR650			
A/502/8589	Manage Mail Processing Machinery	3	5
PR659			
M/502/8623	Manage Guillotines	3	9
PR657			
<b>Newspapers &amp; Periodicals (Pathway - Credits: 10 Minimum)</b>			
R/502/8632	Manage Automated Inserting Equipment for Newspapers and Periodicals	3	6
PR609			
F/502/8626	Set and run in line automated stitch and trim equipment for newspaper and periodical production	2	4
PR310			
K/502/8619	Manage materials handling for newspaper and periodicals print finishing	3	6
PR331			
M/502/8556	Manage Adhesive Binding Machinery	3	4
PR343			
Y/601/9439	Set and Run multi-knife trimming machinery	2	4
PR364			

Achieving all of the mandatory units will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. In cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of Unit credit can be issued for the units achieved.

### **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 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
- Use of equipment inc PPE
- Job bags/works instruction tickets
- Job samples
- Customer feedback (internal or external)
- Witness testimonies
- Production records
- Emergency procedures, risk assessments and accident reporting systems

Examples of evidence could include:

- Assessor observation reports
- Quality/production records
- 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

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 Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

## 1. Equality of Opportunity

Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

## 2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

**NB Any deviation from the norm must be approved by a GQA EQA**

## 2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

IQA's are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the IQA national award. It is recommended that IQA work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external verification and hold the EQA national award

GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or IQA national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EV's for review.

## 2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

- a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
- an in-depth scrutiny of assessment plans, materials and records
- specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
- ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
- the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced External Verification process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

### **3. Qualification / Unit of Credit Candidates**

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

- prove they can consistently meet all the qualification and / or unit of credit criteria
- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the IQA to audit/verify his/her decision.

### **4. Evidence**

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e. actually produced by the candidate
- meets the criteria
- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)
- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

### **Performance evidence**

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?

Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable. The exceptions to this are:
  - Dealing with emergencies
  - Dealing with accidents
  - Certain pre-approved real time simulators
  - Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

**NB: It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.**

### **Knowledge evidence**

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

**NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet**

# Collation of Evidence for Level 3 Qualifications

The definition of a Level 3 NVQ/SVQ is that competence in a broad range of varied work activities is performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often required.

By the very nature of this, it is anticipated that Level 3 candidates will be able to provide evidence of their achievement drawn from successful work activities or projects, in other words, real examples of their work over time and range. All evidence should be dated, signed and authenticated/authorised by a recognised responsible person.

The following comments will help in the planning of evidence collection for Level 3 qualifications:

- Level 3 assessments are not normally carried out by the use of checklists
- Level 3 candidates are encouraged to provide evidence of their achievements drawn from their actual current work activities
- In many cases, evidence of achievement is not difficult to find
- Level 3 candidates should produce a CV that clearly indicates their relevant experience and achievement that contribute to the qualification
- A collation of evidence in the form of a Level 3 portfolio may be used to demonstrate competence against the standard
- The evidence must be cross referenced against the NVQ/SVQ standard (and where necessary justified)
- It may be appropriate for Level 3 candidates to undertake the related Level 2 qualification or some Level 2 units as a milestone/interim qualification
- Level 3 qualifications may include units of competence from Level 2 qualifications. If the candidate has already achieved any unit(s) and is regarded as currently competent then he/she will not be required to be reassessed on the same unit(s)
- Assessors will need to carry out performance and knowledge assessments for units/elements/pcs etc but the need for ongoing formal observations should not be as great if the candidate has produced a quality portfolio.

Some aspects of evidence may be subjected to independent assessment or enhanced external verification to satisfy the requirements of the standards setting body's assessment strategy

# Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail in the necessary requirements etc that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor I will Collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....



D/601/9393	Contribute to Improving the Effectiveness of the Print Organisation	Level 3	5 Credits
PR999			

The aim of this unit is to provide the learner with the knowledge and skills to be able to contribute to the improvement of the Organisation through the use of resources, communications and working relationships within the print working environment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Know how to obtain and understand the work schedule.	1.1 Explain the Organisational procedure for obtaining the work schedule.			
	1.2 Explain what to do if the work schedule is: <ul style="list-style-type: none"> <li>• Unclear</li> <li>• Not achievable</li> </ul>			
2. Know how to ensure that the correct quantities of products and materials and human resources are used.	2.1 Explain how to ensure that the required quantities of products and materials and human resources are selected.			
3. Know how to minimise wastage of materials.	3.1 List three types of material that can potentially be wasted.			
	3.2 Describe what actions can be taken to minimise wastage of the materials listed.			
	3.3 Explain how surplus materials may be reused.			
4. Know why it is important to contribute to improving the effectiveness of the Organisation.	4.1 Explain 3 reasons for contributing to improving the effectiveness of the Organisation.			
5. Know what information to share with colleagues on your job role and why this is important.	5.1 Give 3 examples of information linked to your job role that needs to be shared with colleagues.			
	5.2 Explain why sharing information with colleagues is important.			
6. Be able to share information with colleagues.	6.1 Share information with colleagues using different methods, for example: <ul style="list-style-type: none"> <li>• Face to face conversations</li> <li>• Company systems</li> <li>• Written notes</li> <li>• Drawings / sketches</li> <li>• Telephone (voice or text)</li> <li>• Email</li> <li>• Internet</li> </ul>			
7. Know how to identify and pass on improvements to work activities.	7.1 Explain 2 ways to identify improvements that can be made in work activities.			
	7.2 Explain how to pass on suggestions for improvements identified in line with Organisational policies.			
	7.3 Explain who to make the suggestions to and why these people need to be made aware.			

**Assessor comments/feedback**

D/601/9393	Contribute to Improving the Effectiveness of the Print Organisation (continued)	Level 3	5 Credits
PR999			

8. Know how and why to identify opportunities and needs for self development and how to manage this information.	8.1 Explain 2 ways that a need to update skills and/or knowledge of the print industry can be identified.			
	8.2 Give 2 examples of how to check opportunities for self development related to the print industry.			
	8.3 Explain the benefits of keeping skills and knowledge up to date, give 1 example each of how it benefits: <ul style="list-style-type: none"> <li>• The individual</li> <li>• The organisation</li> </ul>			
9. Know why it is important to have good relationships with customers.	9.1 Explain 3 benefits of having good relationships with customers.			

**Assessor comments/feedback**

K/601/9395	Maintain Print Equipment in Working Order	Level 3	6 Credits
PR004			

The aim of this unit is to provide the learner with the knowledge and skills to be able to maintain equipment in working order, and includes identifying and correcting faults within their area of responsibility.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Know how to maintain equipment in working order.	1.1 Describe the principal activities involved with machine cleaning, lubrication and maintenance in relation to the following: <ul style="list-style-type: none"> <li>• Roles and responsibilities for cleaning, lubrication and maintenance</li> <li>• The choice and use of suitable cleaning agents and lubricants</li> <li>• The maintenance plans for equipment</li> <li>• When and how to start up and shut down equipment for maintenance and cleaning</li> </ul>			
	1.2 Describe how the following could affect the maintenance of equipment: <ul style="list-style-type: none"> <li>• Tools</li> <li>• Materials</li> <li>• Production requirement</li> <li>• Lack of skills or training</li> <li>• Sources of information</li> </ul>			
	1.3 List consumables that are likely to require periodic replacement.			
	1.4 List parts that may be required at short notice.			
	1.5 Explain the Company policies and processes on the availability of parts and consumables.			
	2. Be able to maintain equipment in working order.	2.1 Ensure that it is safe to start cleaning activities.		
2.2 Obtain the required materials and equipment needed for cleaning.				
2.3 Ensure that cleaning materials and equipment are used in ways which minimise waste and pollution.				
2.4 Ensure that used cleaning agents and waste materials are disposed of in accordance with Company procedures.				
2.5 Check that machines are safe to operate, free from waste and cleaning materials prior to start up.				
3. Know how to identify, correct and record machine faults.	3.1 Describe 3 faults that should be able to be corrected without summoning external assistance.			
	3.2 Explain how to obtain and analyse information about the machine faults to identify their likely cause.			
	3.3 Explain how to correct the faults identified including the tools, equipment and PPE required.			
	3.4 Explain the Company procedures on reporting faults which fall outside their area of responsibility/ capability and the importance of following procedures.			
	3.5 Explain how to assess the estimated time it will take to rectify faults and the Company procedures on informing the relevant people.			
	3.6 Explain how and why to record the details of machine faults and production down-time following Company procedures.			

K/601/9395	Maintain Print Equipment in Working Order (continued)	Level 3	6 Credits
PR004			

4. Be able to implement a programme of lubrication and maintenance.	4.1 Identify the lubrication points on the machine and the manufacturer's recommended types of lubricant and lubrication intervals.			
	4.2 Ensure that the maintenance plan is implemented and kept up to date.			
	4.3 Ensure that filters such as oil, air and water, are cleaned and/or replaced in line with needs or maintenance schedules.			
	4.4 Examine components for defects or excessive wear.			

**Assessor comments/feedback**

J/502/8501	Plan work to meet production requirements	Level 3	4 Credits
PR120			

The aim of this unit is to provide the learner with the knowledge and skills to be able to plan and set out the work required, the sequence of work and how to accurately determine the time needed to complete the workload.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to interpret production requirements.	1.1 Obtain and check details of jobs to be output.			
	1.2 Identify the finished product required by the customer.			
	1.3 Identify what their department or area of work is required to produce.			
	1.4 Identify the order of tasks required to meet the output.			
2. Plan production tasks to meet customer requirements.	2.1 Confirm that the resources needed to complete the tasks are identified for example: <ul style="list-style-type: none"> <li>• equipment</li> <li>• materials</li> <li>• labour.</li> </ul>			
	2.2 Realistically estimate the time needed to complete each task.			
	2.3 Plan work to avoid unnecessary repetition and re-working.			
3. Know how to plan work to meet production requirements.	3.1 State the Company procedures for communicating with: <ul style="list-style-type: none"> <li>• Colleagues</li> <li>• Customers</li> </ul>			
	3.2 Describe the Company requirements for handling, security and storage of customer material: <ul style="list-style-type: none"> <li>• Computer system security and virus protection</li> <li>• Print with time-sensitive or restricted release dates</li> <li>• High value products or print with a high risk of theft</li> <li>• Restriction to staffing access</li> </ul>			
	3.3 Describe the workplace policy and practice in relation to the following: <ul style="list-style-type: none"> <li>• Workplace standards and procedures</li> <li>• The range of work carried out in the workplace</li> <li>• The working practices existing in the workplace</li> <li>• The key job roles within the printing and graphic communications industry and their main purposes</li> <li>• Data protection and copyright</li> </ul>			
	3.4 Describe the influencing factors when: <ul style="list-style-type: none"> <li>• Selecting one process over another</li> <li>• The choice of processes for any particular product</li> </ul>			
	3.5 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource available, including labour, materials and machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> <li>• The relationship between productivity and competitiveness</li> </ul>			
	3.6 Explain the administrative procedures, including: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Scheduling</li> <li>• Recording and reporting</li> </ul>			

J/502/8501	Plan work to meet production requirements (continued)	Level 3	4 Credits
PR120			

	3.7 Explain the main features of quality assurance and quality control systems, including: <ul style="list-style-type: none"> <li>• Techniques for controlling quality</li> <li>• Equipment for controlling quality in digital artwork, pre-press and printing areas</li> <li>• Light standards for viewing and assessing colour print</li> </ul>			
	3.8 Explain the function of a proof in the printing process.			

**Assessor comments/feedback**

L/601/9406	Understanding the Print Industry	Level 3	4 Credits
PR998			

The aim of this unit is to provide the learner with the knowledge and understanding of the print industry, the main processes, products and equipment and also understanding of the importance of confidentiality within the industry.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Know the printing processes used within the print industry.	1.1 Name 5 main print processes used within the print industry.			
	1.2 Explain the basic principles of each process.			
	1.3 Name one product that can be produced by each process.			
	1.4 Name 3 stages of production workflow in print.			
2. Understand the factors that influence the choice of printing process.	2.1 Explain the advantages of each process.			
	2.2 Explain the disadvantages of each process.			
3. Know the types of equipment used within the print industry	3.1 List 3 pieces of equipment/machinery used within the print production process.			
	3.2 Explain the purpose of each piece of equipment/machinery given in answer to 3.1.			
4. Recognise and understand the need for confidentiality within the print industry	4.1 List 2 types of information concerning a print job that may need to be kept confidential.			
	4.2 Explain the reasons the information should be kept confidential.			

**Assessor comments/feedback**

L/601/9390	Promote and Maintain Health and Safety in a Print Related	Level 3	4 Credits
PR002	Working Environment		

The aim of this unit is to provide the learner with the knowledge and skills to work safely in the print related environment, to be able to carry out the correct actions should an accident or emergency occur and to promote and develop safe working practices. The learner will also need to know how to monitor the health and safety of others. Finally the learner is required to show awareness of associated problems that can occur and possible solutions.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Know which acts, regulations and guidelines apply to the print related working environment.	1.1 State which acts, regulations and guidelines apply to the print related working environment.			
	1.2 Explain how these acts, regulations and guidelines apply to the print related working environment.			
2. Know how to monitor and implement changes in health and safety acts, regulations and guidelines.	2.1 Explain how to monitor changes in health and safety acts, regulations and guidelines, to include: <ul style="list-style-type: none"> <li>• Accessing HSE information</li> <li>• Receiving training updates</li> </ul>			
	2.2 Explain how to introduce and implement changes.			
	2.3 Explain how to monitor the implementation of changes in health and safety to the working environment.			
3. Know how to carry out a formal assessment of hazards and risks in the print related working environment and the types of risk or hazards that exist.	3.1 Describe the steps in carrying out a formal risk assessment.			
	3.2 Explain how to record the findings and why recording is important.			
	3.3 Explain who should be made aware of the findings and how.			
	3.4 Explain why it is important to inform the relevant people of the findings.			
	3.5 Give 3 examples of risks or hazards that can occur in your working environment.			
4. Be able to identify hazards and assess risks in the print related working environment.	4.1 Carry out a risk assessment of the print related working environment.			
	4.2 Report the findings in accordance with Company procedures and legislation.			
5. Know how to promote safe working practices.	5.1 Give 3 examples of information that promote safe working practices related to the print related working environment.			
	5.2 Explain how each of the 3 examples given promote safe working practices.			
6. Be able to promote safe working practices.	6.1 Disseminate information on safe working practices.			
7. Be able to adopt a safe method of work.	7.1 Plan and organise a safe method of work.			
	7.2 Select and use personal protective equipment in accordance with Company guidelines and legislation.			
	7.3 Select and use print related materials in accordance with Company guidelines and legislation.			
8. Know how to ensure there is no unauthorised or unsafe access to the working areas.	8.1 Explain how to establish if a person is authorised to enter the work area.			
	8.2 Explain how to ensure that authorised people entering the work area are kept safe.			
9. Know how to monitor colleagues to ensure they comply with health and safety requirements.	9.1 Explain how to monitor colleagues to ensure they comply with health and safety requirements.			

L/601/9390	Promote and Maintain Health and Safety in a Print Related Working Environment (continued)	Level 3	4 Credits
PR002			

10. Know what to do in the event of accidents or emergencies.	10.1 Describe the Company procedure to follow in the case of an accident.			
	10.2 Describe the Company procedure to follow in the case of an emergency.			
	10.3 Describe the procedure for evacuating workers and visitors.			
	10.4 Describe the procedure for reporting and recording accidents and emergencies.			
11. Understand the problems that can occur with promoting and maintaining health and safety within the print related working environment and the potential solutions.	11.1 Give 3 examples of problems that can arise when promoting health and safety, one each of the following: <ul style="list-style-type: none"> <li>• Problem with communicating information to others</li> <li>• Problem with introducing changes</li> <li>• Problem with monitoring colleagues' compliance with health and safety requirements</li> </ul>			
	11.2 Give an explanation of how to overcome each of the problems given in answer to 11.1.			

**Assessor comments/feedback**

<b>M/502/8556</b>	<b>Manage Adhesive Binding Machinery</b>	<b>Level 3</b>	<b>4 Credits</b>
<b>PR343</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage adhesive binding machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready adhesive binding machine.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set the adhesive binding machinery to meet the job specification taking into consideration, for example: <ul style="list-style-type: none"> <li>• The size of the article</li> <li>• The temperature and volume of the adhesive</li> <li>• Production speeds</li> <li>• Synchronization with other machinery</li> <li>• Production times</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from adhesive binding machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Record the production and quality assurance details following Company procedures.			
	2.5 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage adhesive binding machinery.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			
	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			

M/502/8556	Manage Adhesive Binding Machinery (continued)	Level 3	4 Credits
PR343			

	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Be able to monitor the quality of product from the adhesive binding machines.	4.1 Operate the machine at the required production speeds maintaining quality of output.			
	4.2 Use recognised quality control methods to check output against the approved sample.			
	4.3 Produce the required number of good copies to meet customer/Company requirements.			
	4.4 Identify the product which has met the approved standards.			
	4.5 Follow Company and legal procedures to identify and remove waste.			
	4.6 Follow Company procedures for recording production and quality assurance records.			

**Assessor comments/feedback**

M/502/8556	Manage Adhesive Binding Machinery (continued)	Level 3	4 Credits
PR343			

5. Know how to monitor the quality of output from the adhesive binding machines.	5.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	5.2 Describe the purpose of achieving an approved copy.			
	5.3 Identify the items on the product to be monitored during production output.			
	5.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	5.5 Describe 3 methods used to monitor the standard of output achieved.			
	5.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	5.7 Describe the Company procedures for the removal of waste.			
	5.8 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

Y/601/9392	Materials Handling, Transportation and Storage within the Print Working Environment	Level 2	4 Credits
PR312			

The aim of this unit is to provide the learner with the knowledge and skills to be able to identify, transport and store materials within the Print Working Environment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to identify and select the required type and quantity of materials.	1.1 Identify materials by their labels/identification marks.			
	1.2 Locate materials			
	1.3 Check that materials match their markings.			
	1.4 Select the required type and quantity of materials.			
2. Be able to handle and transport materials in a safe manner.	2.1 Handle the materials safely, and in accordance with Company guidelines, taking into account for example: <ul style="list-style-type: none"> <li>• Handling equipment</li> <li>• Manual handling techniques</li> <li>• Personal protective equipment</li> </ul>			
	2.2 Transport the materials safely using the appropriate transportation methods and equipment as specified in Company guidelines. To include: <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Handling/lifting equipment</li> </ul>			
3. Know the impact of incorrect handling and transporting of materials.	3.1 Describe how materials can be damaged during the handling and transportation of materials.			
	3.2 Explain the types of personal injury that can occur through incorrect handling and transportation of materials.			
4. Know how to position/store materials in accordance with organisational procedures.	4.1 Explain 3 things to consider when positioning or storing materials.			
	4.2 Give 3 examples of difficulties/hazards in positioning or storing materials.			
	4.3 Give solutions to the 3 examples given.			
5. Be able to position or store materials in accordance with organisational procedures.	5.1 Position or store materials, taking into account: <ul style="list-style-type: none"> <li>• Avoiding damage to the materials or surrounding objects</li> <li>• Security of materials</li> <li>• Ease of access for further work</li> </ul>			

**Assessor comments/feedback**

<b>H/601/9430</b>	<b>Set and run booklet making machinery</b>	<b>Level 2</b>	<b>5 Credits</b>
<b>PR356</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set up and operate booklet making machinery. It includes knowledge of problems that can occur with this type of equipment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set booklet making machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set the collator to meet the job specification taking into consideration, for example: <ul style="list-style-type: none"> <li>• The size of the flat sheet</li> <li>• The flat sheets are in the required sequence</li> <li>• Each pile showing its different, correctly-positioned printed image</li> <li>• Mis-feed and double detector(s) are set correctly</li> <li>• Production times</li> </ul>			
	1.5 Set the stitch-fold unit so that: <ul style="list-style-type: none"> <li>• The staples are positioned as required by the job specification</li> <li>• The fold is made in the required position</li> <li>• The settings are appropriate for the booklet thickness and size</li> </ul>			
	1.6 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run booklet making machinery.	2.1 Operate the machinery at the required production speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Stack or pack finished work in accordance with Company approved methods.			
3. Know how to set and run booklet making machinery	3.1 Explain how to start up and shut down machinery for: <ul style="list-style-type: none"> <li>• Normal operation</li> <li>• Emergency situations</li> </ul>			
	3.2 Explain 3 things to check to ensure effective operation of the machinery.			
	3.3 Explain where to obtain information on the setting and operation of machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			

H/601/9430	Set and run booklet making machinery (continued)	Level 2	5 Credits
PR356			

	<p>3.7 Define the possible causes of faults which can result in, for example:</p> <ul style="list-style-type: none"> <li>• Pages missing or duplicated</li> <li>• Wire stitches or staples missing, broken or misformed</li> <li>• Wire stitches/staples and fold not aligned</li> <li>• Trimming faults such as out of square or wrong size</li> <li>• Marking of inside or outside pages</li> </ul>			
	<p>3.8 Describe 3 situations that can be overcome by adjustments, how to make adjustments to the settings to meet the job specifications and how to ensure the machine is safe for use after adjustments have been made.</p>			
	<p>3.9 Describe 2 problems that can occur when operating machinery that may not be resolved by adjustment and the Company procedure for dealing with them.</p>			

**Assessor comments/feedback**

<b>F/502/8562</b>	<b>Manage Folding Machinery</b>	<b>Level 3</b>	<b>8 Credits</b>
<b>PR663</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to be able to manage folding machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready the folding machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the folding machinery, so that: <ul style="list-style-type: none"> <li>• Sheets are folded and creased as required</li> <li>• Page sequence, grain direction, header and footer alignment are correct</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output from the folding machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with company procedure.			
3. Know how to manage the folding machinery	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give 1 example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect Health and Safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			
	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			

<b>F/502/8562</b>	<b>Manage Folding Machinery (continued)</b>	<b>Level 3</b>	<b>8 Credits</b>
<b>PR663</b>			

	<p>3.7 Explain the Company administrative procedures, for example:</p> <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the Print Finishing Machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from the folding machinery.	4.1 Explain the company procedures for monitoring the quality of output. To include:			
	<ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/Variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe a range of methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the company procedures for the removal of waste.			
	4.8 Explain the reason for maintaining performance records, for example:			
<ul style="list-style-type: none"> <li>• Machine makeready</li> <li>• Running Speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>				
5. Be able to monitor the quality of printed product from the folding machinery.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Identify the product which has met the approved standards.			
	5.4 Follow company and legal procedures to identify and remove waste.			
	5.5 Follow company procedures for accurately recording production and quality assurance records.			

**Assessor comments/feedback**

<b>F/502/8593</b>	<b>Manage Insetting-Stitching-Trimming Machinery</b>	<b>Level 3</b>	<b>9 Credits</b>
<b>PR652</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage insetting-stitchingtrimming machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready insetting-stitching-trimming machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the line, so that, for example: <ul style="list-style-type: none"> <li>Sections are inserted to give the correct page sequence</li> <li>Sections and covers are fed into the stitcher squarely and without damage</li> <li>Stitched books hold firmly, and are securely clenched</li> <li>Stitched books are fed into the trimmer squarely and without damage</li> <li>Books are trimmed evenly and squarely to the correct size, without marking</li> <li>Books are delivered without damage or distortion</li> <li>Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from insettingstitching-trimming machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with company procedures.			
3. Know how to manage insetting-stitching-trimming machines.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>The different types of resource, including labour, materials, machinery</li> <li>The relationship between resource usage and profitability</li> <li>How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>Affect the quality of the image</li> <li>Reduce the rate of output</li> <li>Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

<b>F/502/8593</b>	<b>Manage Insetting-Stitching-Trimming Machinery</b>	<b>Level 3</b>	<b>9 Credits</b>
<b>PR652</b>	<b>(continued)</b>		

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from insetting-stitching-trimming machines.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the company procedures for the removal of waste.			
	4.8 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

<b>F/502/8593</b>	<b>Manage Insetting-Stitching-Trimming Machinery</b>	<b>Level 3</b>	<b>9 Credits</b>
<b>PR652</b>	<b>(continued)</b>		

5. Be able to monitor the quality of output from insettingstitching-trimming machines.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for completing production and quality assurance records.			

***Assessor comments/feedback***

Y/601/9439	Set and Run multi-knife trimming machinery	Level 2	4 Credits
PR364			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set up and run multi-knife trimming machinery. It includes the need to understand how to make adjustments and solve problems with this type of equipment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set multi-knife trimming machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the multi-knife trimmer so that: <ul style="list-style-type: none"> <li>• Piles are fed squarely into the trimmer</li> <li>• The clamp holds the pile firmly without marking</li> <li>• Piles are trimmed squarely and delivered without damage or distortion</li> <li>• The trimmed size is within variations permitted by their company</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run multi-knife trimming machinery.	2.1 Operate the machinery at the required production speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Stack or pack finished work according to the Company's approved method.			
3. Know how to set and run multi-knife trimming machinery.	3.1 Explain how to start up and shut down the machinery for: <ul style="list-style-type: none"> <li>• Normal operation</li> <li>• Emergency situations</li> </ul>			
	3.2 Explain 3 things to check to ensure effective operation of the machinery.			
	3.3 Explain where to obtain information on the setting and operation of machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			
	3.7 Define the possible causes of faults which can result in, for example: <ul style="list-style-type: none"> <li>• Unacceptable cut size variation</li> <li>• Score marks on cut surfaces</li> <li>• Glue marks on cut surfaces</li> <li>• Ragged cut on bottom pages</li> <li>• Book spines splitting at head or tail</li> <li>• Books not square</li> <li>• Creasing on spines</li> </ul>			

Y/601/9439	Set and Run multi-knife trimming machinery (continued)	Level 2	4 Credits
PR364			

	3.8 Describe 3 situations that can be overcome by adjustments, how to make adjustments to the settings to meet the job specifications and how to ensure the machine is safe for use after adjustments have been made.			
	3.9 Describe 2 problems that can occur when operating machinery that may not be resolved by adjustment and the Company procedure for dealing with them.			

**Assessor comments/feedback**

L/601/9440	Set and Run multiple hopper feeders	Level 2	4 Credits
PR365			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set up and run multiple hopper feeder machinery. They will be expected to know how to make adjustments and solve problems with this type of equipment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set multiple hopper feeders.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the hopper feeders, so that: <ul style="list-style-type: none"> <li>Sections are brought together to give the required page sequence</li> <li>Sections are fed squarely from hoppers to the transport chain</li> <li>Separation ensures that sections are transported squarely, without damage</li> <li>Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run multiple hopper feeders.	2.1 Run multiple hopper feeders at the required speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Stack or pack finished work for mailing or according to the Company's approved method.			
3. Know how to set and run multiple hopper feeders.	3.1 Explain how to start up and shut down the machinery for: <ul style="list-style-type: none"> <li>Normal operation</li> <li>Emergency situations</li> </ul>			
	3.2 Explain 3 things to check to ensure effective operation of the machinery			
	3.3 Explain where to obtain information on the setting and operation of machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			
	3.7 Define the possible causes of faults which can result in, for example: <ul style="list-style-type: none"> <li>Sections not gathered in the correct order</li> <li>Sections not inserted in the correct order</li> <li>Sections failing to feed and separate</li> <li>Sections feeding unevenly</li> <li>Sections tearing</li> <li>Sections marking</li> </ul>			

L/601/9440	Set and Run multiple hopper feeders (continued)	Level 2	4 Credits
PR365			

	3.8 Describe 3 situations that can be overcome by adjustments, how to make adjustments to the settings to meet the job specifications and how to ensure the machine is safe for use after adjustments have been made.			
	3.9 Describe 2 problems that can occur when operating machinery that may not be resolved by adjustment and the Company procedure for dealing with them.			

**Assessor comments/feedback**

K/502/8586	Manage Cutting and Creasing Machinery	Level 3	9 Credits
PR601			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage cutting and creasing machinery in the Print Finishing process. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready cutting and creasing machinery for production.	1.1 Obtain all the information required for the job.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Check that the cutting forme matches the job.			
	1.5 Set the cutting and creasing machinery ready to run, taking into consideration, for example: <ul style="list-style-type: none"> <li>• Safety requirements</li> <li>• Material is fed squarely into the machine</li> <li>• The position of cuts and creases is correct</li> <li>• Material is cut and creased squarely and delivered without damage</li> <li>• Production time</li> </ul>			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from cutting and creasing machines.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage cutting and creasing machines.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

K/502/8586	Manage Cutting and Creasing Machinery (continued)	Level 3	9 Credits
PR601			

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from cutting and creasing machines.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the Company procedures for the removal of waste.			
	4.8 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

L/502/8581	Manage Carton Enhancing Machinery	Level 3	7 Credits
PR691			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage carton Enhancing machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready carton enhancing machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set the carton enhancing machinery to meet the job specification taking into consideration, for example: <ul style="list-style-type: none"> <li>• Material is fed squarely and consistently, without damage or distortion</li> <li>• Enhancements are made in the correct position on the material</li> <li>• The finished product is free from unacceptable creasing, marking or distortion</li> <li>• Production times</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from carton enhancing machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage carton enhancing machinery.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 2 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

L/502/8581	Manage Carton Enhancing Machinery (continued)	Level 3	7 Credits
PR691			

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 2 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from carton enhancing machines.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the Company procedures for the removal of waste.			
	4.8 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

L/502/8581	Manage Carton Enhancing Machinery (continued)	Level 3	7 Credits
PR691			

5. Be able to monitor the quality of product from carton enhancing machinery.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for completing production and quality assurance records.			

***Assessor comments/feedback***

L/502/8497	Set and Run wire binding machinery	Level 2	3 Credits
PR355			

The aim of this unit is to provide the learner with the knowledge and skills to be able to use wire binding machinery. The unit also contains problem solving.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set wire binding machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up wire binding machinery so that: <ul style="list-style-type: none"> <li>• Sheets are square</li> <li>• Wire is fed without any damage to the wire or product</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run wire binding machinery.	2.1 Operate the machinery at the required production speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Stack or pack finished work in accordance with Company approved methods.			

**Assessor comments/feedback**

L/502/8497	Set and Run wire binding machinery (continued)	Level 2	3 Credits
PR355			

3. Know how to set and run wire binding machinery	3.1 Explain how to start up and shut down the machinery for: <ul style="list-style-type: none"> <li>• Normal operation</li> <li>• Emergency situations</li> </ul>			
	3.2 Explain 3 things to check to ensure effective operation of the machinery			
	3.3 Explain where to obtain information on the setting and operation of machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			
	3.7 Define the possible causes of faults which can result in: <ul style="list-style-type: none"> <li>• Sheets out of square</li> <li>• Damaged wire or product</li> </ul>			
	3.8 Describe 2 situations that can be overcome by adjustments, how to make adjustments to the settings to meet the job specifications and how to ensure the machine is safe for use after adjustments have been made			
	3.9 Describe 2 problems that can occur when operating machinery that may not be resolved by adjustment and the Company procedure for dealing with them.			

**Assessor comments/feedback**

J/601/9422	<b>Set and run auto-packing, storage or palletising equipment</b>	<b>Level 2</b>	<b>3 Credits</b>
PR265			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set and run automatic packing, storage or palletising equipment at the end of a printing machine. It is also suitable for those who work on newspapers and periodicals.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set auto-packing, storage or palletising equipment.	1.1 Obtain all details and materials required for the job.			
	1.2 Set up the equipment, taking into consideration, for example: <ul style="list-style-type: none"> <li>Quantities (as required in job specification) for batches, bundles or cartons are input</li> <li>Product is wrapped without damage, distortion or waste</li> <li>Bundles are square, leave the stacker centrally at the selected running speed and in the correct orientation</li> <li>Under wrap (where used) is applied correctly</li> <li>Strapping feeds freely without snagging</li> <li>The correct number of straps are applied</li> </ul>			
2. Be able to run auto-packing, storage or palletising equipment.	2.1 Operate the equipment at the production speed and in accordance with Company guidelines.			
	2.2 Maintain the supply of packing materials throughout the run.			
	2.3 Monitor the packed/stored/palletised product meets the Company's quality standards.			
	2.4 Forward packaged products to the designated dispatch location in accordance with Company guidelines.			
3. Know how to set and run auto-packing, storage or palletising equipment.	3.1 Describe the equipment used in the Company for autopacking, storage or palletising.			
	3.2 Explain how to label the product once packaged and record packaging details in accordance with Company procedures.			
	3.3 Describe two problems that could occur when operating auto-packing, storage or palletising equipment and possible solutions.			
	3.4 Describe the Company's procedure for recording and reporting problems affecting auto-packing, storage or palletising equipment.			

**Assessor comments/feedback**

<b>R/502/8565</b>	<b>Manage Auto-Fed Sewing Machinery</b>	<b>Level 3</b>	<b>7 Credits</b>
<b>PR666</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage auto-fed sewing machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready autofed sewing machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the sewing machine so that: <ul style="list-style-type: none"> <li>• The feeder locates the centre of each section</li> <li>• Sections are fed squarely and without damage into the sewing machine</li> <li>• Sewing positions are spaced across spines within the finished trim size</li> <li>• Sewing holds sections securely without damage or distortion</li> <li>• Sewn book blocks are delivered without damage</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from auto-fed sewing machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage auto-fed sewing machinery.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

R/502/8565	Manage Auto-Fed Sewing Machinery (continued)	Level 3	7 Credits
PR666			

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from auto-fed sewing machinery.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the Company procedures for the removal of waste.			
	4.8 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

R/502/8565	Manage Auto-Fed Sewing Machinery (continued)	Level 3	7 Credits
PR666			

5. Be able to monitor the quality of product from auto-fed sewing machinery.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for accurately recording production and quality assurance records.			

**Assessor comments/feedback**

<b>T/502/8557</b>	<b>Manage Case Making Machinery</b>	<b>Level 3</b>	<b>6 Credits</b>
<b>PR662</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage case making machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready case making machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the case making machine taking into consideration, for example: <ul style="list-style-type: none"> <li>Boards and hollows transfer from feeders squarely and evenly</li> <li>Grain direction</li> <li>Cover material transfers from the feeder squarely and evenly</li> <li>Glue is applied evenly at the correct temperature</li> <li>Cover material is turned in evenly and squarely onto boards</li> <li>Production times</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from case making machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage case making machinery	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>The different types of resource, including labour, materials, machinery</li> <li>The relationship between resource usage and profitability</li> <li>How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>Affect the quality of the image</li> <li>Reduce the rate of output</li> <li>Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

T/502/8557	Manage Case Making Machinery (continued)	Level 3	6 Credits
PR662			

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from casing in machinery.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the Company procedures for the removal of waste.			
	4.8 Understand the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

<b>T/502/8557</b>	<b>Manage Case Making Machinery (continued)</b>	<b>Level 3</b>	<b>6 Credits</b>
<b>PR662</b>			

5. Be able to monitor the quality of product from casing in machinery.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for completing production and quality assurance records.			

***Assessor comments/feedback***

R/601/9410	Set and run slitting and re-reeling equipment adhesive label production	Level 2	3 Credits
PR408			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set up and run slitting and re-reeling equipment. There is also the need to have knowledge of adjustments and problem solving when operating this type of equipment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set slitting and re-reeling equipment.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the slitting and re-reeling equipment, so that, for example: <ul style="list-style-type: none"> <li>• Slitting is clean without any burrs</li> <li>• Waste is removed from final reels</li> <li>• Reels are produced of the required length, metreage, quantity</li> <li>• Reels are square to the core</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run slitting and re-reeling equipment.	2.1 Operate the machinery at the required production speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Stack or pack finished work in accordance with Company approved methods.			

**Assessor comments/feedback**

R/601/9410	Set and run slitting and re-reeling equipment adhesive label production (continued)	Level 2	3 Credits
PR408			

3. Know how to set and run slitting and re-reeling equipment in adhesive label production.	3.1 Explain how to start up and shut down the machinery for: <ul style="list-style-type: none"> <li>• Normal operation</li> <li>• Emergency situations</li> </ul>			
	3.2 Explain 3 things to check to ensure effective operation of the machinery.			
	3.3 Explain where to obtain information on the setting and operation of machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			
	3.7 Define the possible causes of faults which can result in, for example: <ul style="list-style-type: none"> <li>• Reels of the wrong length</li> <li>• Reels out of square to the core</li> <li>• Inaccurate slitting</li> </ul>			

**Assessor comments/feedback**

Y/601/9411	Set and run laminating equipment	Level 2	4 Credits
PR407			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set up and run laminating equipment. There is also the need to have knowledge of adjustments and problem solving when operating this type of equipment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set laminating equipment.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the laminator, so that: <ul style="list-style-type: none"> <li>• Laminating film is fed squarely on to the product</li> <li>• Laminating takes place without marking, creasing or air bubbles</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run laminating equipment.	2.1 Operate the machinery at the required production speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Stack or pack finished work in accordance with Company approved methods.			

***Assessor comments/feedback***

Y/601/9411	Set and run laminating equipment (continued)	Level 2	4 Credits
PR407			

3. Know how to set and run laminating equipment.	3.1 Explain how to start up and shut down the machinery for: <ul style="list-style-type: none"> <li>• Normal operation</li> <li>• Emergency situations</li> </ul>			
	3.2 Explain 3 things to check to ensure effective operation of the machinery.			
	3.3 Explain where to obtain information on the setting and operation of machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			
	3.7 Define the possible causes of faults which can result in, for example: <ul style="list-style-type: none"> <li>• Bubbles</li> <li>• Creases</li> <li>• Material not fed square</li> <li>• De lamination</li> </ul>			
	3.8 Describe 3 situations that can be overcome by adjustments, how to make adjustments to the settings to meet the job specifications and how to ensure the machine is safe for use after adjustments have been made.			
	3.9 Describe 2 problems that can occur when operating machinery that may not be resolved by adjustment and the Company procedure for dealing with them.			

**Assessor comments/feedback**

<b>T/502/8560</b>	<b>Manage Casing-in Machinery</b>	<b>Level 3</b>	<b>7 Credits</b>
<b>PR661</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage casing-in machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready casing-in machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the casing-in machine so that the output will meet the job specification and the Company quality standards.			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage casing-in machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of good copies, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage casing-in machinery.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the product</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			
	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			

T/502/8560	Manage Casing-in Machinery (continued)	Level 3	7 Credits
PR661			

	3.6 Identify 2 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from casing-in machinery.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the Company procedures for the removal of waste.			
	4.8 Understand the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

<b>T/502/8560</b>	<b>Manage Casing-in Machinery (continued)</b>	<b>Level 3</b>	<b>7 Credits</b>
<b>PR661</b>			

5. Be able to monitor the quality of product from the casing-in machinery.	5.1 Identify the features of the product, for example: <ul style="list-style-type: none"> <li>• Folding positions</li> <li>• Enhancements</li> <li>• Gluing</li> <li>• Cutting</li> <li>• Creasing</li> </ul>			
	5.2 Monitor that the output from the machine meets the job standard or sample.			
	5.3 Monitor the quality of the finishing process in line with Company procedures and scheduling, to include, for example: <ul style="list-style-type: none"> <li>• Gluing</li> <li>• Cutting</li> <li>• Creasing</li> <li>• Enhancing</li> </ul>			

**Assessor comments/feedback**

<b>T/502/8574</b>	<b>Manage Foil Blocking Machinery</b>	<b>Level 3</b>	<b>5 Credits</b>
<b>PR650</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage foil blocking machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready foil blocking machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up foil blocking machinery so that: <ul style="list-style-type: none"> <li>• The temperature is correct for the material to be blocked</li> <li>• Material to be blocked is fed squarely, coming to the register against stops</li> <li>• The foil is fed evenly, to give minimum gap between impressions</li> <li>• Images are clean, sharp and have overall solid colour density</li> <li>• Images are accurately positioned on the material</li> <li>• Subsequent colours are in register and fit with other colours</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
	2. Be able to manage output and quality from foil blocking machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.		
2.2 Carry out checks in line with Company procedures that the output matches the job requirements.				
2.3 Run the required number of good copies, keeping spoiled material to a minimum.				
2.4 Follow the Company procedures for the removal of waste.				
2.5 Record the production and quality assurance details following Company procedures.				
2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.				
3. Know how to manage foil blocking machinery.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			

T/502/8574	Manage Foil Blocking Machinery (continued)	Level 3	5 Credits
PR650			

	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			
	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from foil blocking machinery.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	4.5 Describe 3 methods used to monitor the standard of output achieved.			
	4.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.7 Describe the Company procedures for the removal of waste.			
	4.8 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

<b>T/502/8574</b>	<b>Manage Foil Blocking Machinery (continued)</b>	<b>Level 3</b>	<b>5 Credits</b>
<b>PR650</b>			

5. Be able to monitor the quality of printed product from foil blocking machinery.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for completing production and quality assurance records.			

***Assessor comments/feedback***

<b>A/502/8589</b>	<b>Manage Mail Processing Machinery</b>	<b>Level 3</b>	<b>5 Credits</b>
<b>PR659</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage mail processing machinery. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready mail processing machinery.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up mail processing machinery so that: <ul style="list-style-type: none"> <li>• Material feeds squarely and centrally to the trimmer unit, when trimming is required</li> <li>• Material is processed without damage or distortion</li> <li>• Inserts are fed as required into the required envelopes</li> <li>• Envelopes, carrier sheets or wrappings are coded accurately</li> <li>• An accurate count is maintained</li> <li>• Production times can be met</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from mail processing machinery.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Run the required number of output, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage mail processing machinery.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the image</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

A/502/8589	Manage Mail Processing Machinery (continued)	Level 3	5 Credits
PR659			

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from mail processing machinery.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe 3 methods used to monitor the standard of output achieved.			
	4.5 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.6 Describe the Company procedures for the removal of waste.			
	4.7 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

<b>A/502/8589</b>	<b>Manage Mail Processing Machinery (continued)</b>	<b>Level 3</b>	<b>5 Credits</b>
<b>PR659</b>			

5. Be able to monitor the quality of output from mail processing machinery.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for completing production and quality assurance records.			

**Assessor comments/feedback**

M/502/8623	Manage Guillotines	Level 3	9 Credits
PR657			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage guillotines. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output. Blade changing is also a key part of this unit.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set/programme and run guillotines.	1.1 Obtain all details of the work required.			
	1.2 Identify and obtain the materials needed to meet the job specification.			
	1.3 Check that the guillotine and work area is safe and ready for production.			
	1.4 Follow manufacturer's instruction to start up the guillotine.			
	1.5 Set up the guillotine taking into consideration: <ul style="list-style-type: none"> <li>• The use of an existing programme or the need to create a programmed cutting sequence</li> <li>• The required cut size(s) is (are) produced with minimum handling</li> <li>• Setting the back fence manually for each cut</li> <li>• Production time</li> </ul>			
	1.6 Check output meets the Company's quality standard, making appropriate adjustments, if the standard is not met.			
	1.7 Obtain an approved sample of the product being produced.			
2. Be able to manage output and quality from guillotines.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.			
	2.2 Carry out checks in line with Company procedures that the output matches the job requirements.			
	2.3 Ensure required number of good copies are produced, keeping spoiled material to a minimum.			
	2.4 Follow the Company procedures for the removal of waste.			
	2.5 Record the production and quality assurance details following Company procedures.			
	2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.			
3. Know how to manage output and quality from guillotines.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the product</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			

<b>M/502/8623</b>	<b>Manage Guillotines (continued)</b>	<b>Level 3</b>	<b>9 Credits</b>
<b>PR657</b>			

	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			
	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Be able to monitor the quality of output from the guillotine.	4.1 Operate the machine at the required production speeds maintaining quality of output.			
	4.2 Use recognised quality control methods to check output against the approved sample.			
	4.3 Produce the required number of good copies to meet customer/Company requirements.			
	4.4 Identify the product which has met the approved standards.			
	4.5 Follow Company and legal procedures to identify and remove waste.			
	4.6 Follow Company procedures for accurately recording production and quality assurance records.			
5. Know how to monitor quality of guillotine cutting.	5.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	5.2 Describe the purpose of achieving an approved copy.			
	5.3 Identify the items on the product to be monitored during production output.			
	5.4 Describe the quality control aids located on the printed copy to aid in the monitoring of production.			
	5.5 Describe 2 methods used to monitor the standard of output achieved.			
	5.6 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	5.7 Describe the Company procedures for the removal of waste.			

M/502/8623	Manage Guillotines (continued)	Level 3	9 Credits
PR657			

	<p>5.8 Explain the reason for maintaining performance records, for example:</p> <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			
6. Know how to change guillotine blades and ancillary items.	<p>6.1 Explain the manufacturer's procedure for changing guillotine blades and ancillary items to include:</p> <ul style="list-style-type: none"> <li>• Tools required</li> <li>• PPE</li> <li>• Process for dealing with used blades</li> <li>• Recording procedures and information required</li> </ul>			
	<p>6.2 Explain how to check that the machine is safe to operate, once blade changing has taken place.</p>			

**Assessor comments/feedback**

<b>R/502/8632</b>	<b>Manage Automated Inserting Equipment for Newspapers and Periodicals</b>	<b>Level 3</b>	<b>6 Credits</b>
<b>PR609</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage automated inserting equipment for newspapers and periodicals. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to make-ready automated inserting equipment for newspapers and periodicals.	1.1 Obtain and check the job specification.			
	1.2 Identify and obtain the materials required for the job.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set the inserting equipment to meet the job specification taking into consideration, for example: <ul style="list-style-type: none"> <li>• The size of the document</li> <li>• The correct sequence</li> <li>• Mis-feed detector(s) are set correctly</li> <li>• Synchronization with other machinery</li> <li>• Production time</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
	1.6 Obtain an approved sample of the product being produced.			
	2. Be able to manage output and quality from automated inserting equipment for newspapers and periodicals.	2.1 Run and monitor production machines at the optimum speed, with minimum downtime and to the required quality standard.		
2.2 Carry out checks in line with Company procedures that the output matches the job requirements.				
2.3 Run the required number of good copies, keeping spoiled material to a minimum.				
2.4 Follow the Company procedures for the removal of waste.				
2.5 Record the production and quality assurance details following Company procedures.				
2.6 Ensure the output is prepared for the next stage in the process, in accordance with Company procedures.				
3. Know how to manage automated inserting equipment for newspapers and periodicals.	3.1 Describe the principles of the process being managed.			
	3.2 Explain the responsibilities in regards of time and resources: <ul style="list-style-type: none"> <li>• The different types of resource, including labour, materials, machinery</li> <li>• The relationship between resource usage and profitability</li> <li>• How to maximise productivity</li> </ul>			
	3.3 Describe 3 problems that can occur when managing production machines, their probable causes and possible solutions. Give one example each of a problem that could: <ul style="list-style-type: none"> <li>• Affect the quality of the product</li> <li>• Reduce the rate of output</li> <li>• Affect health and safety</li> </ul>			
	3.4 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure output is maintained to the required standard and rate.			

R/502/8632	Manage Automated Inserting Equipment for Newspapers and Periodicals (continued)	Level 3	6 Credits
PR609			

	3.5 Explain how and when to make adjustments to the machine settings to achieve the required job specification and quality standards.			
	3.6 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the methods available for giving clear instructions to colleagues regarding their responsibility in the operation of the print finishing machinery.			
	3.9 Explain the checks to make to ensure the instructions have been understood and followed.			
4. Know how to monitor the quality of output from automated inserting equipment for newspapers and periodicals.	4.1 Explain the Company procedures for monitoring the quality of output. To include: <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Type of checks</li> <li>• Viewing conditions</li> <li>• Quality control aids/devices</li> <li>• Acceptable tolerances/variation</li> </ul>			
	4.2 Describe the purpose of achieving an approved copy.			
	4.3 Identify the items on the product to be monitored during production output.			
	4.4 Describe a range of methods used to monitor the standard of output achieved.			
	4.5 Explain why it is important to clearly identify both good and bad copy on completion of the run.			
	4.6 Describe the Company procedures for the removal of waste.			
	4.7 Explain the reason for maintaining performance records, for example: <ul style="list-style-type: none"> <li>• Machine make-ready</li> <li>• Running speeds</li> <li>• Production time</li> <li>• Downtime in production</li> </ul>			

**Assessor comments/feedback**

R/502/8632	Manage Automated Inserting Equipment for Newspapers and Periodicals (continued)	Level 3	6 Credits
PR609			

5. Be able to monitor the quality of output from automated inserting equipment for newspapers and periodicals.	5.1 Operate the machine at the required production speeds maintaining quality of output.			
	5.2 Use recognised quality control methods to check output against the approved sample.			
	5.3 Produce the required number of good copies to meet customer/Company requirements.			
	5.4 Identify the product which has met the approved standards.			
	5.5 Follow Company and legal procedures to identify and remove waste.			
	5.6 Follow Company procedures for completing production and quality assurance records.			

**Assessor comments/feedback**

<b>F/502/8626</b>	<b>Set and run in line automated stitch and trim equipment for newspaper and periodical production</b>	<b>Level 2</b>	<b>4 Credits</b>
<b>PR310</b>			

The aim of this unit is to provide the learner with the knowledge and skills to be able to set and run in-line stitching-trimming machinery for newspaper and periodicals production. They will be expected to control the equipment whilst running production jobs to produce commercially acceptable work, and to understand how to identify and correct faults with the equipment.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to set stitchingtrimming machinery.	1.1 Obtain and check the job specification.			
	1.2 Ensure the required type, quantity and quality of materials are available and loaded to meet the job specification.			
	1.3 Ensure the working environment is safe for production.			
	1.4 Set up the line so that the output meets the job specification, to include: <ul style="list-style-type: none"> <li>• Positioning and condition of stitch</li> </ul>			
	1.5 Ensure the output meets the job specifications and Company quality standard prior to full production.			
2. Be able to run stitchingtrimming machinery.	2.1 Run stitching-trimming machinery at the required speed and in accordance with Company guidelines.			
	2.2 Keep up the supply of materials throughout the run.			
	2.3 Monitor the output to ensure the job specification and Company quality standards are met.			
	2.4 Record production information in accordance with Company requirements.			
	2.5 Follow the Company procedures for the removal of waste.			
	2.6 Ensure the product is forwarded to the next stage in the production process.			

***Assessor comments/feedback***

<b>F/502/8626</b>	<b>Set and run in line automated stitch and trim equipment for newspaper and periodical production (continued)</b>	<b>Level 2</b>	<b>4 Credits</b>
<b>PR310</b>			

3. Know how to set and run stitching-trimming machines.	3.1 Explain how to start up and shut down the machinery for: • Normal operation • Emergency situations			
	3.2 Explain 3 things to check to ensure effective operation of the machinery.			
	3.3 Explain where to obtain information on the setting and operation of the machinery.			
	3.4 Explain the Company procedure for obtaining authorisation to begin production and why it is important to follow the procedure.			
	3.5 Explain when and how to monitor the quality of the output, give 3 examples of things to monitor.			
	3.6 Explain the Company procedure for the disposal of 2 types of waste.			
	3.7 Define the possible causes of faults which can result in, for example: • Stitch legs of unequal length • Stitch legs not closed • Stitches missing			
	3.8 Describe 2 situations that can be overcome by adjustments, how to make adjustments to the settings to meet the job specifications and how to ensure the machine is safe for use after adjustments have been made.			
	3.9 Describe 2 problems that can occur when operating machinery that may not be resolved by adjustment and the Company procedure for dealing with them.			

**Assessor comments/feedback**

<b>K/502/8619</b>	<b>Manage materials handling for newspaper and periodicals</b>	<b>Level 3</b>	<b>6 Credits</b>
<b>PR331</b>	<b>print finishing</b>		

The aim of this unit is to provide the learner with the knowledge and skills to be able to manage the materials handling process in newspapers and periodicals. This includes the management of personnel, ensuring they are suitably trained and skilled. They will be expected to control the equipment whilst running production jobs and know how to instruct others and monitor the quality of output.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1. Be able to plan materials handling for finishing operations.	1.1 Identify : • The type and quantity of materials required for production • The location and availability of materials			
	1.2 Check and confirm that materials handling machinery is safe and suitable for the work required.			
	1.3 Allocate materials handling tasks according to people's ability to handle the task safely and efficiently.			
	1.4 Explain to staff what the movement requirements and deadlines are.			
	1.5 Check that staff are aware of the safety precautions they must take when operating materials handling machinery and machines.			
2. Be able to monitor the movement of materials for finishing operations.	2.1 Check that materials are delivered on time.			
	2.2 Monitor materials handling to check that: • Machines and machinery operate without damage to materials • Operators use safe working methods			
	2.3 Maintain effective communications and good working relationships with departments affected by the movement of materials.			
	2.4 Keep records of materials handling as required by Company guidelines.			
3. Know how to control materials handling for newspaper and periodicals print finishing.	3.1 Explain the responsibilities in regards of time and resources: • The different types of resource, including labour, materials, machinery • The relationship between resource usage and profitability • How to maximise productivity			
	3.2 Describe 3 problems that can occur when managing machines and people, their probable causes and possible solutions. Give one example each of a problem that could: • Affect the material being delivered on time • Produce a shortfall in the supply of materials • Damage the material • Cause the wrong material to be delivered • Affect health and safety			
	3.3 Explain how to identify maintenance schedules and needs and how to liaise with relevant colleagues to ensure machinery is maintained to the required standard.			
	3.4 Identify 3 machine parts that may require replacing and explain the Company policy on the availability and replacement of these.			
	3.5 Explain the Company's procedure for allocating materials handling tasks according to people's ability to handle the task safely and efficiently. Give 2 examples why an operator would not be suitable for the task.			

K/502/8619	Manage materials handling for newspaper and periodicals print finishing (continued)	Level 3	6 Credits
PR331			

	3.6 Explain the Company's procedure for explaining to operators what the movement requirements and deadlines are.			
	3.7 Explain the Company administrative procedures, for example: <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Recording and reporting</li> <li>• Product labelling</li> <li>• Reporting faults and production downtime</li> </ul>			
	3.8 Explain the Company procedures for the repair or replacement of machinery which is faulty or not suitable, to include: <ul style="list-style-type: none"> <li>• Reporting procedures</li> <li>• Recurring faults</li> </ul>			
	3.9 Explain the importance of cooperation with colleagues who are responsible for remedying faults.			
	3.10 Explain how to check the machinery is safe to use after repair.			
	3.11 Explain the Company requirements for recording information on adjustment and repair.			

**Assessor comments/feedback**

# *Notes*

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