



Summary of the:

GQA LEVEL 3 NVQ CERTIFICATE IN PRINT FINISHING

Qualification Number 600/0523/3 Welsh Qualification Number C00/1250/9

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. Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to pass the qualification. These are referred to as Guided Learning Hours (GLH). The GLH for this qualification is 141

Unit Ref	Title	Level	Credit
Mandatory units			
D/601/9393	Contribute to Improving the Effectiveness of the Print Organisation	3	5
PR999			
K/601/9395	Maintain Print Equipment in Working Order	3	6
PR004			
J/502/8501	Plan work to meet production requirements	3	4
PR120			
L/601/9406	Understanding the Print Industry	3	4
PR998			
L/601/9390	Promote and Maintain Health and Safety in a Print Related Working Environment	3	4
PR002			
General Print (Pathway - Credits: 8 Minimum)			

M/502/8556	Manage Adhesive Binding Machinery	3	4
PR343			
Y/601/9392	Materials Handling, Transportation and Storage within the Print Working Environment	2	4
PR312			
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			
Newspapers & Periodicals (Pathway - Credits: 10 Minimum)			
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			

Assessment Guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:

Evidence should show that you can meet the requirements of the units consistently over an appropriate period of time.

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:

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| • Accident books/reporting systems | • Job bags/works instruction tickets |
| • Notes and memos | • Job samples |
| • Safety records | • Customer feedback (internal or external) |
| • Photographic/video evidence | • Witness testimonies |
| • Training records/reviews | • Production records |
| • Use of equipment inc PPE | • 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.

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