



Summary of the:

**GQA LEVEL 3 NVQ DIPLOMA IN DIGITAL PRE PRESS FOR PRINT**

Qualification Number 600/0609/2 Welsh Qualification Number C00/1250/8

**Who is this qualification for?**

This qualification is aimed at those who work within a commercial production environment, with responsibilities for Digital Artwork or Digital Print Production.

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 equipment used within their area of responsibility, including monitoring and controlling the quality of output using a range of methods, and who are responsible for ensuring the Production records are completed in line with Company requirements. A further qualification at Level 2 is also available.

In addition, there are qualifications available to cover Machine Printing and Print Finishing 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 will have varied duties according to the relevant pathway, for example:

Those involved in Digital Printing will primarily be involved in:

- Operating Digital Printing machines
- Equipment maintenance

Those involved in Digital Artwork will primarily be involved in:

- Creating digital artwork for print
  - Handling digital files
  - Working with digital images
- Candidates are likely to have jobs entitled:
- Desk Top Publisher/Artworker
  - Digital Printer

**What is required from candidates?**

GQA Qualifications are made up of a number of units that have a credit value. These credits must be achieved in the correct combination from mandatory and optional units, and in some cases from specific pathways. This qualification includes separate pathways for Digital Printing and Digital Artwork.

To achieve the qualification, candidates must complete all 6 mandatory units, and then the required credits from one of the 2 pathways. The Pathways are intended to allow all those involved in Pre-Press for Print to achieve the full qualification: when choosing from the optional units within the pathway 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.

This qualification has a minimum credit value of 37 credits.

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria, this qualification has a TQT of 370 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 153

Unit Ref	Title	Level	Credit
<b>Mandatory Units</b>			
D/601/9393	Contribute to Improving the Effectiveness of the Print Organisation	3	5
PR999			
T/502/8526	Maintain Digital Systems In Working Order	3	4
PR126			
J/502/8501	Plan work to meet production requirements	3	4
PR120			
L/601/9390	Promote and Maintain Health and Safety in a Print Related Working Environment	3	4

PR002			
Y/502/8504	Send and Receive Digital Files	2	1
PR124			
L/601/9406	Understanding the Print Industry	3	4
PR998			
<b>Digital Printing (Mandatory) (Pathway - Mandatory - Credits: 6 Minimum)</b>			
J/502/8529	Manage Colour Digital Printing Machines	3	6
PR247			
<b>Digital Printing (Optional) (Pathway - Optional - Credits: 9 Minimum)</b>			
F/502/8531	Control The Use Of Variable Data With Digital Printing Machines	3	4
PR248			
A/601/9417	Set and Run Guillotines	2	5
PR357			
H/601/9430	Set and run booklet making machinery	2	5
PR356			
Y/601/9439	Set and Run multi-knife trimming machinery	2	4
PR364			
Y/601/9392	Materials Handling, Transportation and Storage within the Print Working Environment	2	4
PR312			
R/502/8534	Preflight Digital Files	3	4
PR130			
J/502/8532	Manage Colour Reproduction In Digital Pre-Press	3	4
PR122			
L/502/8533	Produce Approved Colour Proofs From Digital Artwork	3	4
PR128			
A/502/8558	Design And Produce Creative Digital Colour Artwork For Print	3	7
PR711			
L/502/8502	Output Digital Image Carriers for Print	2	8
PR129			
<b>Digital Artwork (Mandatory) (Pathway - Mandatory - Credits: 7 Minimum)</b>			
A/502/8558	Design And Produce Creative Digital Colour Artwork For Print	3	7
PR711			
<b>Digital Artwork (Optional) (Pathway - Optional - Credits: 8 Minimum)</b>			
A/502/8513	Use of scanning techniques to create digital images	2	6
PR125			
J/502/8532	Manage Colour Reproduction In Digital Pre-Press	3	4
PR122			
L/502/8502	Output Digital Image Carriers for Print	2	8
PR129			
L/502/8533	Produce Approved Colour Proofs From Digital Artwork	3	4
PR128			
M/502/8511	Plan and Produce Edited Images	3	4
PR127			
R/502/8534	Preflight Digital Files	3	4
PR130			
D/502/8505	Make photopolymer plates for flexographic printing	2	4
PR105			
K/601/9400	Make lithographic printing plates	2	4
PR251			
K/502/8507	Make Gravure Cylinders	2	4
PR106			
M/502/8508	Prepare Stencils for Printing	2	4
PR219			

## Assessment Guidance

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

### **Types of evidence:**

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

### **Quantity of evidence:**

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

### **Potential sources of evidence:**

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident books/reporting systems
- Notes and memos
- Safety records
- Photographic/video evidence
- Training records/reviews
- Job bags/works instruction tickets
- Job samples
- Customer feedback (internal or external)
- Witness testimonies
- Production records

Examples of evidence could include:

- Assessor observation reports
- Screen dumps
- Quality/production records
- Printed output (good and fault copies)
- Proof copies
- Witness testimonies
- Job bags/work instruction tickets/production records
- Examples of maintenance and/or records
- Examples of component replacement and/or records
- Use of equipment inc PPE
- Emergency procedures, risk assessments, accident reporting systems
- Tutor and employer feedback/reviews
- Photographic evidence
- Professional discussion
- Responses to oral and written questions
- Written narrative

**Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.**

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