

## Higher National Unit Specification

### General information for centres

**Unit title:** Printing Production Processes

**Unit code:** FOPP 34

**Unit purpose:** This Unit is designed to enable the candidate to identify the main printing production processes and provide an understanding of the relationship between the stages in production for industry standard workflows. This Unit may be taken as part of a course of study in graphic design, printing, publishing, journalism or photography or as a free standing Unit.

On completion of the Unit the candidate should be able to:

- 1 Follow procedures and use equipment employed in digital workflow for pre-press.
- 2 Apply the principles of print production.
- 3 Produce and evaluate finished products within a group context.

**Credit points and level:** 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access to this Unit is at the discretion of the centre. This is an introductory level Unit and no prior knowledge of processes is required.

**Core Skills:** The achievement of this Unit gives automatic certification of the following:

Working with Others at SCQF level 5.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

**Assessment:** This Unit should be assessed by a single holistic assessment that covers all three Outcomes. The focus of the Unit is on the production of a quality end product, which matches the given example, and the understanding of the processes leading to achievement of this. Assessment will therefore centre around production and evaluation of the product with observation and ongoing assessment of practical processes.

## **Higher National Unit specification: statement of standards**

**Unit title:** Printing Production Processes

**Unit code:** FOPP 34

The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Follow procedures and use equipment employed in digital workflow for pre-press

#### **Knowledge and/or skills**

- ◆ Techniques for producing files for subsequent print output
- ◆ Sequencing of pre-press processes
- ◆ Pre-press equipment
- ◆ Requirements imposed on the pre-press process by the printing and print finishing processes

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can correctly follow the procedures and use equipment employed in digital workflow for pre-press. Each candidate should produce an accurate finished file which will then be used by a group of candidates as part of a more complex final file.

This final file will then be used to produce one monochrome proof which should be accurate in terms of typographic content and position. One further colour proof should be produced which should also be checked for colour accuracy.

Candidate performance should be recorded in an observation schedule.

This assessment will be completed under open-book supervised conditions.

#### **Assessment guidelines**

Each candidate could be given the task of producing part of a complex file to take through pre-press procedures. Their completed work could then be gathered into one group file which should be proofed.

The contribution of each candidate to the final file must be clearly identified. Evidence will be submitted in the form of two proofs. One proof will be for position only (monochrome). The second proof after correction will be in colour.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Printing Production Processes

### **Outcome 2**

Apply the principles of print production

#### **Knowledge and/or skills**

- ◆ Print production techniques
- ◆ Print production workflow
- ◆ Output processes characteristics
- ◆ Range of presses and output devices
- ◆ Quality parameters

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can apply the principles of print production by a selected printing process. Candidates should output a printed product from the files produced in Outcome 1. The print output should conform to the following quality requirements:

- ◆ correct position
- ◆ controlled ink density and dot gain
- ◆ absence of print defects
- ◆ demonstrate that the candidate has selected appropriate methods and materials for the requirements of the job

#### **Assessment guidelines**

Candidate performance should be recorded in an observation schedule. In practical work the contribution to the group of the individual candidate must be clearly identified.

This assessment will be completed under open-book and supervised conditions.

This Outcome could be combined with Outcome 1 with candidates producing a printed product from that proofed in Outcome 1.

### **Outcome 3**

Produce and evaluate finished products within a group context

#### **Knowledge and/or skills**

- ◆ Printed finishing techniques
- ◆ Team working techniques

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Printing Production Processes

### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can:

- ◆ produce and evaluate finished products within a group context
- ◆ individually analyse the nature and scope of the task given
- ◆ identify group roles and responsibilities
- ◆ agree methods of working and identify any constraints
- ◆ consider group strengths and weaknesses
- ◆ evaluate group and individual performance
- ◆ support co-operative working

The evidence for this Outcome will be gathered by group production of a final finished product and a supplied checklist that conforms to of the following quality parameters:

- ◆ use of correct folding techniques
- ◆ accurate cutting
- ◆ securing to meet requirements
- ◆ a final finished product
- ◆ observation checklist indicating the stages, sequence and quality of the production processes
- ◆ satisfactory evaluation of the finished product and the printing production processes
- ◆ evidence demonstrating the individual contributions and effectiveness of group working

### **Assessment guidelines**

This Outcome could be linked to the other two Outcomes so that candidates produce one finished item, partly through individual work and partly through group work. The final product including the production process should be evaluated individually by each candidate.

## Administrative Information

**Unit code:** F0PP 34  
**Unit title:** Printing Production Processes  
**Superclass category:** KH  
**Original date of publication:** October 2006  
**Version:** 02

### History of Changes:

Version	Description of change	Date
02	Support co-operative working added to Outcome 3 Evidence Requirements to confirm embedded Core Skills	Mar 2007

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Printing Production Processes

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit was developed as part of the HNC/HND Printing where it is a mandatory Unit in both awards. It is intended for those who are taking a qualification at Higher National level or who have experience in this or related fields and wish to further their knowledge and experience.

It is intended that pre-press, printed and finished work will be produced by students working in groups under close staff supervision.

The evidence will be generated and gathered partly through individual work and partly through group work.

Candidates will be provided with samples of the work at key stages. They should annotate and make reference to the work in the submitted evidence.

#### **Outcome 1**

Pre-press Processes will include:

- ◆ Workflow: component parts and sequences for origination, files and output.
- ◆ Equipment for: image capture, file processing, storage, transmission, proofing and output.
- ◆ Software for each stage of the pre-press processes: image capture, image processing, word processing, illustration creation, page make-up, distilling portable document files (PDF), pre-flight, output at the Raster Image Processor (RIP).
- ◆ Pre-press terminology.
- ◆ The requirements imposed on pre-press by the processes of printing and print finishing.
- ◆ Types of printing plates: analogue and computer-to-plate (CTP).
- ◆ Quality control.
- ◆ Requirements imposed on pre-press by the processes of printing and print finishing, including halftone and stochastic image structures, imposition schemes, spot and process colours.
- ◆ The production of one printing plate.

## **Higher National Unit specification: support notes (cont)**

### **Unit title: Printing Production Processes**

#### **Outcome 2**

Printing Processes will include:

- ◆ Workflow: from receipt of film, plates and/or digital files to print production and subsequent finishing.
- ◆ Characteristic features of print production processes by: letterpress, lithography, flexography, screen process, photogravure and digital printing.
- ◆ Range of presses and output devices.
- ◆ Techniques used to achieve prints that match the given example.

#### **Outcome 3**

Print Finishing Processes will include:

- ◆ Workflow from receipt of printed sheets to subsequent finishing.
- ◆ Folding of printed sheets.
- ◆ Finishing methods.
- ◆ Securing methods.
- ◆ Techniques used to operate machinery.
- ◆ Finished booklets.

### **Guidance on the delivery and assessment of this Unit**

The following notes give some additional information on each Outcome. The delivery will be via the demonstration and/or presentation of the production of printed work which will include the following:

#### **Outcome 1**

Pre-press Processes: Two proofs will be provided by the candidate at the conclusion of this stage: for position only (monochrome) and after corrections are marked by the candidate, a contract proof in colour.

#### **Outcome 2**

Printing Processes: Candidates should be given a general overview of the range of techniques, processes and equipment used to transfer textual and/or graphical matter onto a substrate.

#### **Outcome 3**

Print Finishing Processes: Candidates will work with printed sheets and other materials as required. Candidates will develop skills in using a range of finishing techniques and equipment to produce finished products such as booklets, brochures or folded work.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Printing Production Processes

### ***Opportunities for developing Core Skills***

The achievement of this Unit gives automatic certification of the following:

- ◆ Working with Others at SCQF level 5

Throughout teaching and assessment of this Unit the importance of team working will be emphasised and exemplified. Formative work on team building and group dynamics will be undertaken alongside instruction on the basis of self appraisal and group negotiation. It is critical that the delivery and assessment process identifies the transferable nature of this skill.

Should an alternative approach to assessment be considered it is highly recommended that prior moderation be sought to ensure that all elements of the Core Skill are incorporated.

### **Open learning**

This Unit is not suited for open learning due to limitations on availability of equipment and the embedding of Core Skills of Working with Others.

For further information and advice, please see the SQA Guide, *Assessment and Quality Assurance of Open and Distance Learning* ([www.sqa.org.uk](http://www.sqa.org.uk)).

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).



## **General information for candidates**

### **Unit title:** Printing Production Processes

This Unit is designed to introduce you to the printing production workflows and provide the basic information required by those who intend seeking a career in design, printing, publishing or related industries.

You will learn how to use pre-press production techniques to produce and proof read simple documents. You will then work with other people just as you would in the print industry to combine all your work into one file which can be printed to produce a whole publication. The last stage will be to use finishing techniques to create a finished product such as a booklet.

Once you have studied this Unit you will have followed through the print process from start to finish and will have a clear overview of the processes involved. This Unit can be regarded as a building block in your study of the printing industry.

Throughout this Unit you will be working with other people, demonstrating your ability to work as part of a team and will achieve the Core Skill of Working with Others at level 5.