

Higher National Unit Specification

General information for centres

Unit title: Printing: Publications

Unit code: F0PR 34

Unit purpose: This Unit is designed to enable candidates to identify and apply printing and finishing techniques used in the production of publications. This Unit is intended for candidates who are undertaking a course of study in printing or publishing.

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

- 1 Describe book and magazine types, elements, characteristics and production techniques.
- 2 Produce an imposition used in publication production.
- 3 Produce a publication to a given specification.

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. Candidates should have knowledge of printing and finishing methods. This may be demonstrated by possession of the HN Unit *Printing: Production Processes* at SCQF level 7, an equivalent qualification or relevant work experience.

Core Skills: There are opportunities to develop the Core Skills of Numeracy and Working with Others at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

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: Outcome 1 may be assessed by a written/oral assessment.

Outcomes 2 and 3 are assessed by practical assignments. The assessment of Outcomes 2 and 3 may be combined.

Higher National Unit specification: statement of standards

Unit title: Printing Publications

Unit code: F0PR 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

Describe book and magazine types, elements, characteristics and production techniques

Knowledge and/or skills

- ◆ Book types, dimensions and formats
- ◆ Magazine types, dimensions and formats
- ◆ Book and magazine production print and finishing techniques
- ◆ Ancillary production techniques for magazines
- ◆ Substrate range and characteristics

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can accurately describe **two** different types of books and **two** different types of magazines in terms of type, dimensions, format, printing and finishing techniques, substrate range and characteristics.

The assessment should be carried out under open-book controlled conditions.

Assessment guidelines

Satisfactory evidence will be the correct identification of the types, characteristics, elements and techniques presented to the candidate. Evidence may be written or oral eg a pro forma for candidate completion. The assessment for this Outcome should be seen as preparatory knowledge to facilitate the combined assessment of Outcomes 2 and 3.

Outcome 2

Produce an imposition used in publication production

Knowledge and/or skills

- ◆ Imposition terminology
- ◆ Calculation and planning of page positions
- ◆ Techniques used to produce impositions

Higher National Unit specification: statement of standards (cont)

Unit title: Printing Publications

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by producing an imposition used in publication production. The imposition will incorporate:

- ◆ standard imposition terminology
- ◆ accurate calculation of planning and page positions
- ◆ an outline of the appropriate production techniques

Assessment guidelines

Candidates could be given a brief which will require them to produce an imposition to be used in the publication process. This brief and subsequent imposition could be used as the basis of assessment in Outcome 3.

Outcome 3

Produce a publication to a given specification

Knowledge and/or skills

- ◆ Production techniques
- ◆ Image position
- ◆ Print production of publications
- ◆ Finishing of publications
- ◆ Quality control

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can, with reference to a given specification, produce a publication to a given standard. Candidates, singly or in a group, should transform film or digital files into either a printing plate for subsequent printing or digitally output onto the substrate. The final product will comply with the quality criteria set out in the specification. This will entail:

- ◆ workflow from receipt of original copy to subsequent finishing
- ◆ platemaking (if necessary)
- ◆ print production by lithography or digital printing
- ◆ folding of printed sheets
- ◆ finishing of publication
- ◆ securing of publication

The candidates are required to produce a publication that will reflect an analytical understanding of suitable production techniques. If candidates work in a group a pro forma confirming analysis of each production technique should be completed by each candidate.

Higher National Unit specification: statement of standards (cont)

Unit title: Printing Publications

Assessment guidelines

A production workflow should be established to permit the candidates to transform film or digital files into either a printing plate for subsequent printing or digitally output onto the substrate.

Candidates may work in groups or singly. If working as a group, all work should be clearly allocated and it should be clear from the allocation of roles that all candidates have had the opportunity to undertake at least part of all the different activities required to produce the publication. In addition, each candidate must submit a complete copy of the finished publication.

This Outcome will follow on naturally from the evidence produced in Outcome 2 but candidates could be given a different imposition to work from.

Administrative Information

Unit code: F0PR 34
Unit title: Printing: Publications
Superclass category: KH
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Version: 01

History of Changes:

| Version | Description of change | Date |
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Higher National Unit specification: support notes

Unit title: Printing Publications

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 and is optional in both. It is intended for candidates taking a qualification at Higher National level in printing or publishing or who have experience in this or related fields and wish to further their knowledge and experience.

Outcome 1 looks at the terminology and techniques commonly utilised within the printing/publishing industry and will include those relating to pagination; production techniques such as web fed and sheet fed; paper characteristics; grammage; grain direction; inserting and binding methods. The range of publications could include daily, weekly, monthly, yearly and catalogues.

Outcome 2 looks at technical sketches and computer generated impositions. Account should be taken of:

- ◆ Page positions: landscape, portrait, fore edge, heads, tails, gutters, inner, outer.
- ◆ Production methods: sheetwork, work and turn, work and tumble.
- ◆ Imposition range: 4pp, 8pp and 16pp layouts.
- ◆ Sheet sizes: axis, trims, folds, perfecting techniques.

Outcome 3 involves the production of a publication. Digital files can be transformed into a printing plate for subsequent printing or digitally output on to the substrate.

The printed sheets will be finished to produce a publication. This will entail:

- ◆ Workflow from receipt of original copy to subsequent finishing.
- ◆ Platemaking (if necessary)
- ◆ Print production by lithography or digital printing
- ◆ Folding of printed sheets
- ◆ Finishing of publication
- ◆ Securing of publication

Guidance on the delivery and assessment of this Unit

This Unit is likely to form part of a Group Award designed to provide candidates with technical or professional knowledge and skills for a specific occupational area.

The delivery of the Unit will be via demonstration and/or presentation of the production of the printed publication.

It is intended that a completed publication will be produced by candidates working in groups under close staff supervision. It does not exclude candidates working singly.

Higher National Unit specification: support notes (cont)

Unit title: Printing Publications

Outcome 1

Comprehensive notes should be provided to candidates to permit them to respond to a range of questions for assessment purposes. These notes should familiarise candidates with appropriate terminology and techniques used within the industry.

The assessment should take place under open-book controlled conditions.

Outcome 2

A technical sketch or computer generated imposition scheme should be produced by candidates that will permit a selected publication to be accurately produced.

Outcome 3

A production workflow will permit candidates working singly or in a group, to transform digital files into either a printing plate for subsequent printing or digitally output on to the substrate.

Candidates will be provided with original images which they will use to start the production flow techniques.

Opportunities for developing Core Skills

There are opportunities to develop the core skills of Numeracy and Working with Others in this Unit. These can be highlighted in the following areas:

Numeracy

The knowledge and skills statement of Outcome 2 incorporates the need for calculation with respect to page size and format. This will involve:

- Working confidently with basic numerical notation
- Deciding on the numerical operations to be carried out
- Carrying out straightforward calculations

It is important that the tutor reviews the underpinning knowledge required to undertake this numeric work and that the candidate becomes confident in applying this in other contexts.

Working with Others

As the core skill 'Working with Others' is signposted in this Unit, tutors should utilise the opportunities indicated to reinforce the importance to team working within the industry setting. Formative work on team building and group dynamics should, where practical, be undertaken alongside instruction on the basics of self appraisal and group negotiation. It is critical that the delivery and assessment process identifies the transferable nature of this skill to other vocational contexts.

Open learning

This Unit is suited to delivery by distance learning provided the candidates have access to appropriate production equipment. Additional resources will be required for candidate support, assessment and quality assurance, for instance it would be necessary to ensure the authenticity of the candidate's work by observation/questioning or supervised write-ups.

Higher National Unit specification: support notes (cont)

Unit title: Printing Publications

If this Unit is delivered through open learning, arrangements will need to be made for assessments to be carried out and observed by a qualified assessor as this Unit is performance based.

For further information refer to the SQA guide, *Assessment and Quality Assurance for Open and Distance Learning* (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. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

Unit title: Printing Publications

This Unit is designed to enable you to produce a printed publication. It will give you the knowledge and understanding of the processes involved in the planning and production of the publication. In particular you will gain experience of working with imposition schemes. An imposition scheme is a diagram which shows where all the pages are going to be printed on a sheet of paper and which way up they are going to be printed. This is an important aspect of commercial printing.

You will start by looking at different types of magazines and different types of books. You will look at the way they are printed, how they are finished and the kind of production processes that are used.

Additionally the Core Skills of Numeracy and Working with Others will be developed during the course of this Unit.