
Overview

Planning work to make sure it is completed correctly and on time is vitally important in a production environment.

Pre-press, digital printing and creative artwork departments invariably deal with jobs (orders) that are made up of several operations.

This standard is about making sure that for each job there is a plan setting out what work is required, the sequence of the work and the time it is expected to take.

This is what the standard covers

When a job comes into a digital artwork, pre-press or digital printing area, it is essential to find out

- 1 what work is required to complete the job
- 2 the sequence that the work needs to be carried out in
- 3 the resources that will be needed for the work
- 4 the time available to complete the work so as to meet the customer's and the company's production deadline.

Where a line manager or production department has provided a plan or a schedule for the job, it is important to check the plan against the actual job – sometimes extra work may be found to be needed that was not known about, in which case the plan will need to be revised. Where no plan or schedule has been provided by someone else, the first step on receipt of the job should be to find out what needs to be done and to prepare an accurate plan for the work.

To complete this standard, evidence must show that the work needed on various jobs has been correctly identified and a plan produced (or an existing plan checked and confirmed) showing the tasks required for that job, the order in which the tasks should be carried out, the availability of resources such as materials, labour and outwork and the approximate time needed to complete each operation or task in the job.

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Plan work to meet production requirements

For people whose usual role involves having individual tasks delegated to them by others, evidence should show that they confirm how their tasks fit within the overall job, the time-scales and resources required to complete their task, and that they work co-operatively with colleagues to ensure the job is completed on time. Where, for any reason, they are unable to complete their task as expected, or where tasks that are being proposed were not part of the original job plan, they will take prompt action to bring this to the attention of the appropriate person.

For people whose usual role involves organising all parts of the job, evidence should show that they plan the work for themselves and, where necessary, colleagues and outworkers.

The essence of this standard is that job planning and task review should be routine practice in day-to-day work at all levels. It is not sufficient to produce simulated or project evidence.

There is also a significant amount of knowledge and understanding required of digital artwork, pre-press and printing processes, without which it may not be possible to plan the sequence of tasks or estimate the time each will involve.

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Plan work to meet production requirements

Performance criteria

Interpret production requirements

You must be able to:

- P1 check that you have all the details for the job
- P2 identify the finished product required by the customer
- P3 identify what your department or area of work is required to produce
- P4 list the tasks for the job that are needed to be completed within your area of work, and the order in which the tasks should be carried out
- P5 where necessary, check with the appropriate person that you have correctly interpreted or understood the tasks required
- P6 where necessary, check with the appropriate person whether the content of the job may lawfully be reproduced.
- P7 bring to the attention of the appropriate person any tasks required for the job that were not originally planned or expected.

Plan production tasks to meet customer requirements

You must be able to:

- P8 confirm that you have the resources needed to complete the tasks identified including equipment, materials and labour
- P9 realistically estimate the time needed to complete each task
- P10 organise your work so that you will :
 - P10.1 complete it within the time expected
 - P10.2 avoid unnecessary repetition and re-working
 - P10.3 meet your company's quality standards
 - P10.4 whenever possible, work productively and co-operatively as part of a team
 - P10.5 where necessary, obtain approval for the way you have planned to organise the work.
- P11 identify any possible problems with resources, including insufficient time, and take instructions from the appropriate person about what to do

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Plan work to meet production requirements

Knowledge and understanding

You need to know and understand:

Plan production tasks to meet customer requirements

K1 the law as it affects printing

K1.1 copyright and ownership of images

K1.2 obscenity

K1.3 incitement

K1.4 forgery

K1.5 data protection

K2 ethical and employment issues relevant to printing

K2.1 confidentiality

K3 the safe handling of customer material

K4 security and storage

K4.1 computer system security and virus protection

K4.2 print with time-sensitive or restricted release dates

K4.3 high value products or print with a high risk of theft

K4.4 with colleagues

K4.5 with customers

K5 workplace policy and practice

K5.1 workplace standards and procedures

K5.2 the range of work carried out in the workplace the working practices existing in the workplace

K5.3 the key job roles within the printing and graphic communications industry and their main purposes

K6 the identification and assessment of printing options

K6.1 the reasons for selecting one process over another

K6.2 the choice of processes for any particular product

K6.3 the stages in the printing process from pre-press to printed product

K7 time and resources

K7.1 the different types of resource, including labour, materials, machinery

K7.2 the relationship between resource usage and profitability

K7.3 how to maximise productivity

K7.4 the relationship between productivity and competitiveness

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Plan work to meet production requirements

K8 digital imaging

- K8.1 the range of methods, equipment, material and software appropriate to the imaging requirements the relative merits of the methods, equipment, material and software

K9 how to deal with digital files

- K9.1 file management
- K9.2 file conversion techniques

K10 administrative procedures

- K10.1 planning/scheduling
- K10.2 recording and reporting

K11 quality assurance and control

- K11.1 the main features of quality assurance and quality control systems techniques for controlling quality
- K11.2 equipment for controlling quality in digital artwork, pre-press and printing areas light standards for viewing and assessing colour print

K12 materials

- K12.1 maintaining the quality of materials during storage and handling

K13 proofing

- K13.1 the principal types of proof and their role in the printing process

K14 communication

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