

Overview

This standard is for entrants to the printing industry who will be employed within the administration department of the company. The intention is to give learners a basic competency and working knowledge of the print industry production processes whilst working under supervision of competent staff.

Many entrants to the industry are placed in their occupational area and are left in a situation where they take longer to develop the knowledge required to be fully functional in their role due to their lack of knowledge of technical operations.

People are employed in various roles within the administration department whether it be estimating, customer service or production co-ordination, but having developed basic competency and knowledge of the production processes, it provides the necessary skills to carry out the job role.

Digital Artwork and Pre Press

You would be expected to show a degree of competency in one of the categories:

- Produce Digital Artwork
- Produce proofs
- Make image carriers

Machine Printing

You would be expected to show a degree of competency in one of the processes:

- Lithography
- Gravure
- Flexography
- Screen Printing
- Digital colour printing
- Die Stamping

Print Finishing (including carton manufacturing and product enhancement)

You would be expected to show a degree of competency in one of the categories below:

- Folding and guillotining
- Adhesive binding
- Case making and case binding

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- Gather, stitching, trimming machinery
 - Cut and creasing machinery and Multi folding and gluing machinery
 - Image enhancement machinery

It may be that you are employed within a “trade house” that specialises in either Digital Artwork or Print Finishing and you do not have access to other production equipment. In these instances you can only be expected to show your competence on the equipment available.

**Performance
criteria**

- You must be able to:
- P1 ensure the machine and your work area are safe and ready for production
 - P2 ensure all required details of the job are available
 - P3 operate digital equipment to company's quality
 - P4 operate a printing press to produce a pass sheet to company's quality standard
 - P5 operate print finishing equipment to company's quality

Knowledge and understanding

You need to know and understand:

Creation of digital artwork

- K1 how to create templates
- K2 how to adjust page size and orientation, margins, columns
- K3 how to select the file format and image resolution suitable for printing method
- K4 how to capture digital images
- K5 how to edit images
- K6 how to create impositions
- K7 how to calibrate software
- K8 how to preflight digital files
- K9 how to output files to remote devices
- K10 how to save files to preserve their integrity
- K11 how to output suitable proofs for checking
- K12 how to review the document and use correct proof reader's marks
- K13 how to review the document and identify any faults with images
- K14 how to correct existing data or set new data from marked-up copy or proofs
- K15 how to correct existing images or import new images, where required
- K16 how to save intermediate and final files to preserve their integrity
- K17 what procedures are used to obtain signed approval for the final proof
- K18 what image carriers are used in your company
- K19 how to set up and operate equipment to produce image carriers
- K20 how to recognise image carrier faults

Printing machinery

You need to know and understand:

- K21 what the principles of the printing process are
- K22 how to set up substrate, transport and fit image carriers
- K23 what inks and consumables are used by your company
- K24 the commonly occurring faults with substrates, image carriers and ink are
- K25 how to run machinery safely and efficiently
- K26 the company quality procedure

Finishing equipment

You need to know
and understand:

- K27 the range of print finishing processes
- K28 the range of materials used in print finishing
- K29 how to set up and operate print finishing equipment
- K30 how to run print finishing equipment
- K31 the company's quality procedure

Additional information

Scope / range:

Learners will be expected to familiarise themselves with software used, and to produce print ready files. They will also be expected to produce image carriers, whether by analogue or digital means.

They will be expected to produce prints, whilst working with others, to the company's quality standard. Selection of process will be dependant on the printing process used within the company. It may be that where a multi colour press is used, the learner will take responsibility for an individual unit.

Learners will be expected to operate mechanised print finishing machinery, whilst working with others, dependant on equipment available within the company.

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Print production processes



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