

Higher National Unit Specification

General information for centres

Unit title: Printing Industry: Production Planning and Control

Unit code: FOPK 34

Unit purpose: This Unit is designed to introduce candidates to production planning and control techniques that are used within the printing industry and comply with British Printing Industry Federation (BPIF) recommendations. The content of the Unit will enable candidates to become competent and maintain a working production planning and control system for recording and classifying information for purposes of printing production. It is primarily intended for candidates who expect to take up a career in printing administration or production.

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

- 1 Describe the functions of a print production planning and control system.
- 2 Determine the stages required for an effective system of production planning.
- 3 Utilise a production planning and control system to produce a production control schedule.

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 is at the discretion of the centre, however, candidates would normally be expected to have competence in communication skills at SCQF5 and Numeracy skills at SCQF 4 or similar qualification or experience. Candidates should have knowledge of Print Production Processes and have basic IT skills.

Core Skills: There are opportunities to develop the Core Skill Numeracy at level SCQF 5, 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 could be assessed using short answer questions and requires candidates to describe the functions of planning and control in the print industry.

Outcome 2 could be assessed using case study materials and requires candidates to draw up production information for three products.

Outcome 3 requires candidates to produce a production control schedule.

Higher National Unit specification: statement of standards

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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 the functions of a print production planning and control system

Knowledge and/or skills

- ◆ Role of production planning and control
- ◆ Functions of production planning and control systems
- ◆ Methods of operating production planning and control systems

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can accurately demonstrate their ability to describe the functions and role of production planning and control systems. They should clearly outline two different methods of planning and control within the print industry.

The assessment will be carried out under open, supervised conditions.

Assessment guidelines

Evidence may be presented in the form of short answer responses to a set of standard questions posed in the context of print production planning and control systems.

Outcome 2

Determine the stages required for an effective system to of production planning

Knowledge and/or skills

- ◆ Production requirements
- ◆ Production resources
- ◆ Production scheduling

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can accurately complete documentation to analyse production resources and load centres and prepare a job loading and scheduling plan. The finished production schedule will be for three given sample jobs and should contain accurate information on:

Higher National Unit specification: statement of standards (cont)

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- ◆ Job loading
- ◆ Production requirements
- ◆ Production resources
- ◆ Production schedule

The assessment will be carried out under open-book supervised conditions. Candidates should have access to their own previously worked examples and lists of production resources.

Assessment guidelines

This Outcome could be assessed using case study materials.

Evidence may be presented in the form of completed documentation that demonstrates the candidate's ability to determine the production planning requirements.

The assessment of this Outcome may be conducted as a single exercise for each of the three sample jobs.

This assessment may be carried out using manual and/or computerised methods.

Outcome 3

Utilise a production planning and control system to produce a production control schedule

Knowledge and/or skills

- ◆ Interpretation of customer requirements
- ◆ Stock control, purchasing and outwork
- ◆ Production control methods
- ◆ Production planning
- ◆ Production control schedules

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can complete a production control schedule. The candidate should use a production planning and control system to produce a production control schedule for a minimum of three different jobs with different timelines. The schedule should include:

- ◆ Customer enquiry form
- ◆ Stock control documents
- ◆ Purchase orders for both raw material and outwork
- ◆ Availability of machinery
- ◆ Evidence of best use of time and machinery

Assessment should be open-book and carried out under open, supervised conditions.

Candidates should have access to their own previously worked examples and lists of production resources as prepared for the Outcome 2 assessments.

Higher National Unit specification: statement of standards (cont)

Unit title: Printing Industry: Production Planning and Control

Assessment guidelines

Evidence may be presented in the form of a single GANNT chart, and other relevant documentation as stated in evidence requirements. This may be prepared manually and/or using computerised techniques.

Administrative Information

Unit code: F0PK 34

Unit title: Printing Industry: Production, Planning and Control

Superclass category: KH

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Version: 01

History of Changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Printing Industry: Production Planning and Control

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 for the HNC/HND Printing and is optional in these awards. It is intended for those who are taking a qualification in printing at Higher National level or who have experience in this or related fields and wish to further their knowledge and experience.

Guidance on the delivery and assessment of this Unit

The following notes give some additional information on each outcome. The delivery will be via lecture, demonstration and/or presentation.

Outcome 1

Comprehensive notes should be provided to candidates to permit them to complete a paper consisting of a series of questions.

Outcome 2

Candidates will gain practical experience in producing the completed documentation required for accurate completion of job loading and scheduling plans.

The candidate will gain experience of working both manually and using software.

Outcome 3

The student should gain experience in producing a production control schedule, GANNT chart and other relevant documentation.

Opportunities for developing Core Skills

There are opportunities to develop the Core Skill of Numeracy in this Unit. These can be highlighted in the following areas:

Outcomes 2 and 3, Knowledge and Skills statement incorporates the possibility of producing a GANNT chart with respect to production scheduling requirements. This will involve:

- ◆ Working confidently with a numerical concept.
- ◆ Deciding on the numerical operations to be carried out.
- ◆ Carrying out complex calculations or a number of sustained calculations.
- ◆ Interpreting information from tables, graphs, charts or diagrams.

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

Higher National Unit specification: support notes (cont)

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Open learning

This Unit is suitable for open learning. If the Unit is being undertaken through open learning, arrangements should be made to ensure work submitted is the candidate's own work. This could be organised by oral questioning on submitted evidence, or the centre could organise supervised assessment sessions.

For further information and advice, please see Assessment and Quality Assurance for Open and Distance Learning (SQA, February 2001 publication code A1030).

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 Industry: Production Planning and Control

This Unit is designed to enable you to identify and utilise production planning and control techniques which are used in the printing industry.

You will gain practical experience in:

- ◆ Using recognised methods of managing work flow, and will learn how to record this information using manual systems. You may also learn how to use management information software.
- ◆ Completing documentation which would include customer specifications, working instructions, estimates of production times, purchase orders for materials and outwork, stock requisition forms
- ◆ Stock control.
- ◆ Evaluating the suitability of alternative production methods relative to production requirements, production resources and production scheduling.
- ◆ Interpreting customer requirements.

Your Core Skills of Numeracy will also be developed during the course of this Unit.