



National Unit specification: general information

Unit title: Print Finishing: An Introduction (SCQF level 5)

Unit code: FV5C 11

Superclass: KH

Publication date: September 2011

Source: Scottish Qualifications Authority

Version: 02

Summary

This Unit is intended for candidates who wish to develop skills, knowledge and understanding of print finishing processes, machinery and products. Candidates will develop the skills required to prepare materials and equipment for print finishing and to complete finished products to a given specification. They will learn to use technical printing terms for processing products. This Unit is an optional Unit in the National Certificate in Screen Printing at SCQF level 5 but can also be taken as a free standing Unit.

Outcomes

- 1 Describe print finishing processes, products and machinery using the correct terminology.
- 2 Prepare materials and equipment safely for print finishing a specified product.
- 3 Produce finished products to a given specification.

Recommended entry

While access is at the discretion of the centre, it is envisaged that candidates may have progressed from a Foundation level course in print related disciplines.

Credit points and level

1 National Unit credit at SCQF Level 5 (6 SCQF credit points at SCQF level 5*)

**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.*

National Unit specification: general information (cont)

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Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

- ◆ Critical Thinking at SCQF level 4

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

National Unit specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Describe print finishing processes, products and machinery using the correct terminology.

Performance Criteria

- (a) Describe print finishing processes.
- (b) Describe print finishing binding styles.
- (c) Describe print finishing materials.
- (d) Describe machinery used in print finishing.

Outcome 2

Prepare materials and equipment safely for print finishing a specified product.

Performance Criteria

- (a) Select appropriate materials and equipment for print finishing a specified product.
- (b) Handle materials and equipment safely and correctly for print finishing a specified product.
- (c) Prepare materials for completion of end product.
- (d) Set up equipment safely and correctly for print finishing a specified product.

Outcome 3

Produce finished products to a given specification.

Performance Criteria

- (a) Operate print finishing machinery safely and correctly.
- (b) Produce print finishing products to a given specification.
- (c) Carry out a quality check against a given specification.
- (d) Comply with Health and Safety requirements during activities.

National Unit specification: statement of standards (cont)

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Evidence Requirements for this Unit

Evidence is required to demonstrate that the candidate has achieved all Outcomes and Performance Criteria.

Centres should observe all current health and safety legislation relating to the safe use of chemicals and materials at all times. It is essential that the candidate is made fully aware of all requirements and observes safe working practices at all times.

Written and/or oral record evidence and product evidence should be produced to demonstrate that the candidate has achieved all the Outcomes and Performance Criteria.

Outcome 1:

Candidates are required to provide written or oral evidence.

The evidence must include:

- ◆ A description of processes, using technically correct terminology, which includes:
 - folding, trimming, wire stitching, foil blocking, creasing and adhesive binding.
- ◆ A description of print finishing products, using technically correct terminology, which includes:
 - 16 page upright wire stitched pamphlet
 - 32 page landscape wire-stitched pamphlet
 - 80 page side stitched booklet
 - 80 page cut flush booklet
 - Swatches
 - Adhesive bound book.
- ◆ A description of print finishing materials, using technically correct terminology, which includes:
 - paper, cloth, adhesive wire and foil.
- ◆ A description of the machinery, using technically correct terminology, which includes:
 - folding, wire stitching, guillotine, foil blocking and adhesive binding machinery.

The assessment for Outcome 1 will be carried out under supervised closed-book conditions.

Outcome 2 Performance Evidence:

For Outcome 2 candidates will be given a brief and are required to demonstrate their ability to prepare materials and to set up print finishing equipment in order to complete an assignment according to the given brief.

Evidence must be provided which includes:

- ◆ Correct selection of materials for a specific assignment from:
 - paper, glue, cloth, adhesive wire and foil.
- ◆ Safe handling and movement of materials.
- ◆ Preparation of materials for the end product which includes:
 - collecting, counting and cutting.

National Unit specification: statement of standards (cont)

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- ◆ Safe and effective set up of appropriate equipment for the production of a print finishing product which includes:
 - folding, wire stitching, guillotine, foil blocking and adhesive binding.
- ◆ Adherence to Health and Safety regulations for the safe use of materials, machinery and equipment at all times.

This Outcome will be carried out under supervised open-book conditions.

Outcome 3 Performance and Product evidence:

For Outcome 3 which can be integrated with Outcome 2, candidates will be assessed in a practical environment, under supervision using performance evidence.

The performance evidence must include:

- ◆ Safe handling and movement of print materials.
- ◆ Safe handling of print equipment including:
 - lifting and carrying from a height.
- ◆ Safe and effective operation of print finishing equipment.
- ◆ Completion of 6 print finishing products, from a given brief, to an acceptable industry standard.
- ◆ All activities are carried out safely at all times, in compliance with Health and Safety legislation.

This Outcome will be carried out under supervised open-book conditions

National Unit specification: support notes

Unit title: Print Finishing: An Introduction (SCQF level 5)

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 has been aligned to the following National Occupational Standards from Proskills:

- ◆ 211 Operate the Reel Handling Equipment
- ◆ 006 Identify and Organise the Requirements for Production
- ◆ 230 Control In-Line Converting Machinery

This Unit has been written as part of the National Certification for Screen Printing at SCQF level 5 and can also be delivered as a free standing Unit. The Unit is designed to introduce the candidate to the knowledge, skills and end products required by print finishers in the printing or screen printing industry. The candidate will complete products using a range of print finishing materials, processes, machinery and equipment.

It is imperative that all activities are carried out in compliance with current Health and Safety legislation and safe working practices which has already been stated in the mandatory section of this Unit. Candidates should be encouraged to investigate current industry standards through research carried out on the internet and other sources. Current printing equipment and materials can be investigated by examining products offered for sale by printing manufacturers.

Outcome 1

This Outcome requires the candidate to demonstrate their knowledge and understanding of print finishing processes, materials, equipment and machinery, which they are likely to encounter working in the printing industry. The candidate will develop an understanding of the terminology used in the printing industry and have the opportunity to carry out research into current industry practices and products.

Outcome 2

In this Outcome the candidate will select, handle, move and prepare materials and equipment for print finishing according to a given brief supplied by the teacher/lecturer. Print finishing equipment will be set up safely in accordance with manufacturer's instructions. The maintenance of a clean and tidy work area including the organisation of tools and materials before, during and after use is paramount, in complying with relevant Health and Safety Regulations.

The subject matter for Outcome 2 will be delivered in a practical workshop environment and will be integrated with the contents of Outcome 3.

National Unit specification: support notes (cont)

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Outcome 3

This Outcome requires the candidate to operate print finishing equipment and machinery in order to transform materials into finished products. Finished products could include upright saddle stitched pamphlet, landscape saddle stitched pamphlet, 80 page side stitched, cut flush, and adhesive bound books and swatch pads. Candidates should also explore the need for these products in the context of magazines, paperbacks and general bookwork.

Candidates should also be continually monitoring and controlling print finishing equipment, materials and processes, which will assist in the evaluation of quality aspects of the end products. The candidate should be encouraged, throughout the duration of the Unit, to study what is acceptable as an industry standard for end products. As candidates will operate a range of print finishing equipment, safe working practices should be adopted at all times in accordance with current safety codes of practice and regulations. The subject matter for Outcome 3 will be delivered in a practical workshop environment and will be integrated with the content of Outcome 2.

Guidance on learning and teaching approaches for this Unit

The delivery for this Unit will include demonstration and/or presentation of materials, equipment and methods of working to provide a variety of finished products. Recognised working practices for print finishing and the tasks to be undertaken should be fully explained, demonstrated and practiced and include manual handling techniques and correct posture. As there are opportunities to develop the Core Skill *Working with Others* in this Unit, tutors should utilise any opportunities for candidates to work co-operatively and explain the importance of team working within the printing industry.

It may also be possible to link this Unit with any relevant work experience schemes which the candidate may undertake as part of their programme of study. Candidates should also be encouraged to investigate current industry standards through research carried out on the internet and other sources. It would be helpful for candidates to visit a print finishing organisation as part of their studies. Current industry DVDs may also be useful in the delivery of this Unit.

Guidance on approaches to assessment for this Unit

Outcome 1 may be assessed through a pictorial exemplar representation of print finishing processes, materials, equipment and products. The pictorial representation should cover all Performance Criteria in the Outcome. The assessment should take place using closed-book controlled conditions on a single occasion. Where the candidate provides evidence orally, the assessor must complete an assessor checklist. Opportunities for re-assessment for those areas where the candidate does not achieve the standard on the first occasion should be given, using alternative instruments

Outcomes 2 and 3 will be assessed by candidate performance and can be integrated as one practical assessment. Candidates will be provided with a brief which contains instructions regarding a range of print and finishing materials to be transformed into end products using machinery and equipment safely and effectively. Candidates will be assessed using an observation checklist on one single occasion. Opportunities for re-assessment for those areas where the candidate has not achieved the standard on the first occasion should be given.

National Unit specification: support notes (cont)

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Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Opportunities for developing Core Skills

In this Unit candidates will learn about the processes and procedures to be followed for print finishing and to use technical printing terms. Candidates will prepare materials and equipment for print finishing which will enable them to complete finished products to a given specification. This will help them understand the standards expected in the printing and screen printing industries.

Candidates will describe print finishing processes, materials, products, equipment and machinery. They will prepare materials, equipment and machinery required to produce an end product from a given brief. They will examine it for quality according to the standard expected by industry. On occasions they will work collectively to share ideas and information and they are expected to communicate with each other, using the terminology, tone and style appropriate to a screen printing workplace.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

| Version | Description of change | Date |
|---------|---|------------|
| 02 | Core Skills Component Critical Thinking at SCQF level 4 embedded. | 29/09/2011 |
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