



Group Award Specification for:

PDA Print: Digital Artwork at SCQF level 6 – GK93 46

PDA Print: Sheet Fed Lithography at SCQF level 6 –GK96 46

PDA Print: Digital Printing at SCQF level 6 – GK94 46

PDA Print: Flexography at SCQF level 6 – GK95 46

PDA Print: Print Finishing 1 at SCQF level 6 – GK9A 46

PDA Print: Print Finishing 2 at SCQF level 6 – GK9C 46

PDA Print: Print Administration 1 at SCQF level 6 – GK98 46

PDA Print: Print Administration 2 at SCQF level 6 – GK99 46

PDA Print: Web Offset at SCQF level 6 – GK97 46

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1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- assist centres to implement, deliver and manage the qualification
- provide a guide for new staff involved in offering the qualification
- inform course managers teaching staff, assessors, candidates, employers and HEIs of the aims and purpose of the qualification
- provide details of the range of learners the qualification is suitable for and progression opportunities

There are nine Professional Development Awards (PDAs) in this industry-specific suite of qualifications, all of which comprise of specifically selected National Occupational Standards. The units within each award are selected from the SVQ level 3 specialist qualifications for the Print Industry sector.

The PDAs are:

- ◆ **PDA Print: Digital Artwork at SCQF level 6**
- ◆ **PDA Print: Sheet Fed Lithography at SCQF level 6**
- ◆ **PDA Print: Digital Printing at SCQF level 6**
- ◆ **PDA Print: Flexography at SCQF level 6**
- ◆ **PDA Print: Print Finishing 1 at SCQF level 6**
- ◆ **PDA Print: Print Finishing 2 at SCQF level 6**
- ◆ **PDA Print: Print Administration 1 at SCQF level 6**
- ◆ **PDA Print: Print Administration 2 at SCQF level 6**
- ◆ **PDA Print: Web Offset at SCQF level 6**

The primary target group will be experienced individuals who do not hold a relevant qualification. However, these specialist awards may also be used for the purposes of Continuing Professional Development. Additional employment opportunities may evolve but the PDAs will be particularly useful, (as they comprise exclusively of NOS) in that individuals will be able to use them as proof of competence and transferable occupationally-specific skills when seeking employment both across and outwith the UK.

It is envisaged that these awards will provide progression towards completion of the related SVQs.

In discussion with representatives from the field, it emerged that companies in the sector were looking for specific courses/qualifications in the production and administrative specialist areas to address a skills gap and a lack of qualifications within their workforce. The PDAs have addressed this on a skill-specific basis for each production/administrative process based on what employers want and also on the prospective uptake of each award. By basing the design of the PDAs on the National Occupational Standards for the Print sector, we have ensured maximum opportunity for credit accumulation and transfer and credibility and applicability across the UK as a whole.

The awards are aimed primarily at employees who in many cases may not have gone down the traditional apprenticeship route as many employers did not embrace the structure of Modern Apprenticeships and Vocational Qualifications. As the PDAs specifically address the skill requirements of the workforce, this will encourage employers to offer qualifications. In addition to this, there is a large group of people between the ages of 35 to 45 who are skilled

and, although attended college, did not achieve a group award/specific qualification as the structure at that time was a collection of modules delivered by the colleges. This situation is mirrored throughout the UK.

Now that there are no relevant print-related college courses anywhere in the UK, there are many people who work in the industry who do not possess a relevant qualification or have access to a suitable qualification as proof of their ability to do the job.

Access to Scottish Vocational Qualifications and Modern Apprenticeships can be difficult for employees over the age of 24 as there is limited funding available from the funding bodies in the UK outwith the 16-24 age bracket. However, funding can be accessed in many ways for Professional Development Awards via ILAs and business development grants that help individuals and companies meet the cost thus making them more accessible.

The PDAs can also assist with the age profile problem the industry has where around 35% of the workforce is over 55. These awards can encourage unskilled but suitable workers to the industry by companies offering a training programme that results in a skills-based qualification.

2 Qualification(s) structure

Each PDA comprises selected units from the National Occupational Standards (NOS) that have been SCQF credit rated and levelled. All have been levelled at SCQF level 6 giving a minimum of 16 SCQF credit points per award thus meeting a key design principle for PDAs. Core skills are embedded in each unit and further details are available later in this document

2.1 Structures

1 PDA Print: Digital Art Work at SCQF level 6

4 Code	2 code	Unit title	SCQF level	SCQF credit points	SQA credit
H9K2	04	Design and produce creative digital colour artwork for print	7	7	1
H9K7	04	Manage colour reproduction in digital pre-press	6	6	1
H9KK	04	Produce imposed digital files(separations) for printing	6	5	1

2 PDA Print: Sheet Fed Lithography at SCQF level 6

H9JF	04	Control sheet-fed multi unit lithographic printing machines	6	6	1
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H7T5	04	Maintain printing equipment in working order	5	6	1
H9J5	04	Prepare inks and coatings	5	4	1
H9JR	04	Control ink drying equipment	6		1

3 PDA Print: Digital Printing at SCQF level 6

H9JY	04	Control digital colour printing machines	6	6	1
H9K7	04	Manage colour reproduction in digital pre-press	6	6	1
H9K1	04	Control the use of variable data with digital printing machines	6	4	1

4 PDA Print: Flexography at SCQF level 6

H9JM	04	Control flexographic printing units	6	6	1
H9JR	04	Control ink drying equipment	6		1
H9J5	04	Prepare inks and coatings	5	4	1
H7T5	04	Maintain equipment in working order	5	6	1

5 PDA Print: Print Finishing 1 at SCQF level 6

H9KL	04	Set up and control adhesive binding machinery	6	5	1
H9KY	04	Set up and control folding machinery	6	5	1
H9L4	04	Set up and control multi-knife trimming machinery	6	5	1
H9L0	04	Set up and control guillotines	6	6	1

6 PDA Print: Print Finishing 2 at SCQF level 6

H9L3	04	Set up and control in-line inseting-stitching-trimming machines	6	6	1
H9KY	04	Set up and control folding machinery	6	5	1
H9L0	04	Set up and control guillotines	6	6	1

7 PDA Print: Print Administration 1 at SCQF level 6

H7TL	04	Produce print estimates and data for invoicing	6	7	1
H7TN	04	Monitor costing systems	6	6	1
H7TR	04	Monitor and solve customer service problems	6	6	1

8 PDA Print: Print Administration 2 at SCQF level 6

H7TX	04	Plan, schedule and monitor print production	7	7	1
H7TP	04	Procurement for print services	6	4	1
H7TN	04	Monitor costing systems	6	6	1

9 PDA Print: Web Offset at SCQF level 6

H9JL	04	Control web offset lithographic printing units	6	6	1
H7T5	04	Maintain printing equipment in working order	5	6	1
H9JR	04	Control ink drying equipment	6	4	1
H9J8	04	Use reel handling equipment	5	3	1

3 Aims of the qualifications

There are two main principles of each qualification: to give credit to candidates for the skills they may already possess and to give them the opportunity to upskill thereby increasing both promotion and employability opportunities.

All units are technical units (except Print Administration) that will allow each candidate to build upon existing skills and knowledge, whilst improving competency. The component units are selected from the corresponding level 3 SVQs (SCQF level 6), and affords the opportunity to upskill on machinery, competency and knowledge. The Print Administration selections contain the key units that employers in the industry would wish an employee working in print administration to possess or achieve.

3.1 General aims of the qualifications

The general aims are designed to allow candidates to demonstrate/achieve the following

- 1 To provide a suite of qualifications worthy of certification in their own right
- 2 To develop evaluative thinking and the ability to manage and absorb large amounts of information
- 3 To develop problem-solving skills
- 4 To develop as self-directed and self-reflective learners
- 5 To develop the ability to be flexible and to work co-operatively within a team structure
- 6 To develop transferable skills such as presentation techniques personal effectiveness
- 7 To provide opportunities for career planning and enhance employment prospects
- 8 To develop the learner's Core Skills profile

3.2 Specific aims of the qualifications

1. To provide recognition of existing skills for experienced workers
2. To upskill existing skills and knowledge within a competence-based environment
3. To develop specialised skills and knowledge of the Print industry and the candidate's understanding of the context and principles of specific processes in the print industry
4. To develop competence in using software programmes related to printing including web offset
5. To develop competence in Colour management and control

6. To develop competence in canning and image manipulation
7. To develop the ability to set up machinery appropriate to the specialist process
8. To develop competence in running specific machinery
9. To identify and remedy faults (mechanical, paper, glue etc)
10. To develop skills and knowledge of financial costing and control
11. To develop skills Procurement
12. To supervise/manage production control
13. To establish Industry-recognised qualifications which reflect current and emerging practice in the Print industry

4 Recommended entry to the qualification(s)

Entry to this qualification is at the discretion of the centre. There are no formal academic entry requirements although it is expected that candidates should be able to demonstrate that they meet the core skills entry profile and that they are capable of completing the unit assessments. In addition, as these awards will be delivered in the workplace, candidates will need to be in employment or be undertaking an apprenticeship. There are no entry restrictions to any of the awards but it is likely that most candidates will possess some skills and knowledge prior to commencement of assessment although that does not prohibit new employees with zero knowledge attempting any of the awards.

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for candidates whose Core Skills profile is below the recommended entry level or whether candidates should be encouraged to do an alternative level or learning programme.

Operational activity in the Print Industry is such that candidates will naturally use and develop aspects of all five Core Skills as they work through the Units making up the qualifications. These are summarised below. As the PDAs are based entirely on NOS units which make up the corresponding SVQs, the SSC, Proskills, has carried out core skills signposting across the suites. These are available on the SQA website.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	5	Press, Finishing and Artwork learners require good communication skills for doing this qualification as they will need to read, understand and react to a range of information contained within various documentation including guides for machinery, job instruction documents etc. Within the administration award learners will have to produce a variety of documentation from production of estimates to production control, whilst having to monitor costs within the

		business.
Numeracy	5	Good numerical skills are essential for learners undertaking this qualification because they will need to apply a wide range of numerical skills ranging from production calculations to analyzing financial figures.
Information and Communication Technology (ICT)	5	As printing is a hi-tech industry, it is necessary that learners possess IT skills. This ranges across all awards from the use of graphic software, production processes to utilising management information systems within the administration award
Problem Solving	5	As printing is a combination of both engineering and chemical processes, the ability to critically analyse and rectify faults is essential. This also applies to the administration award where learners will need to analyse financial figures
Working with Others	5	As most candidates will already be in employment, they will be aware of the need to work with others is essential. The range of communication and inter departmental necessitates this.

5 Additional benefits of the qualification in meeting employer needs

These awards have been developed in response to requests from industry and are designed to address a specific purpose, i.e. a UK-wide skills shortage. There is an acknowledgement that, recruitment to the industry has reduced over the years in part due to technological advances. This has also led to a skills gap that now has to be addressed. Using National Occupational Standards as the basis of the awards gives credence to the awards as these standards were developed for the industry by the industry.

5.1 Mapping of qualification aims to Units

Code	Unit title	Aims											13	
		1	2	3	4	5	6	7	8	9	10	11		12
H9K2 04	Design and produce creative digital colour artwork for print	X	X	X	X	X	X							X
H9K8 04	Manage colour reproduction in digital pre-press	X	X	X	X	X	X							X
H9KK 04	Produce imposed digital files (separations) for printing	X	X	X	X	X	X							X
H9JF 04	Control sheet-fed multi unit lithographic printing machines	X	X	X		X		X	X	X				X
H7T5 04	Maintain printing equipment in working order	X	X	X				X	X	X				X
H9J5 04	Prepare inks and coatings	X	X	X		X								X
H9JY 04	Control digital colour printing machines	X	X	X	X	X	X			X				X
H9K1 04	Control the use of variable data with digital printing machines	X	X	X	X			X	X	X				X
H9JM 04	Control flexographic printing units	X	X	X		X		X	X	X				X
H9J8 04	Use reel handling equipment	X	X	X										X
H9KL 04	Set up and control adhesive binding	X	X	X				X	X	X				X

	machinery													
H9KY 04	Set up and control folding machinery	X	X	X				X	X	X				X
H9L4 04	Set up and control multi-knife trimming machinery	X	X	X				X	X	X				X
H9L0 04	Set up and control guillotines	X	X	X				X	X	X				X
H9L3 04	Set up and control in-line inseting-stitching-trimming machines	X	X	X				X	X	X				X
H7TL 04	Produce print estimates and data for invoicing	X	X	X							X			X
H7TN 04	Monitor costing systems	X	X	X							X	X		X
H7TR 04	Monitor and solve customer service problems	X	X	X									X	X
H7TX 04	Plan, schedule and monitor print production	X	X	X							X	X	X	X
H7TP 04	Procurement for print services	X	X	X							X	X		X
H9JR 04	Control ink drying equipment	X	X	X				X	X	X				X

5.2 Mapping to National Occupational Standards (NOS) and/or trade body standards

All of the units used in the PDAs are taken directly from the following suites of National Occupational Standards for the Print Sector – no further mapping is required:

- 1 Print Administration – SVQ 2 and SVQ 3 in Print Administration at SCQF levels 5 and 6
- 2 Machine Printing – SVQ 2 and SVQ 3 in Machine Printing
- 3 Digital Printing – SVQ 2 in Digital Printing and SVQ 3 in Digital Printing
- 4 Mechanised Print Finishing and Binding (General Print) – SVQ 2 and SVQ 3 in Mechanised Print Finishing and Binding
- 5 Press – SVQ 2 and SVQ 3 (replaces Machine Printing levels 2 and 3 and Digital Printing levels 2 and 3)
- 6 Pre Press – SVQ 2 in Pre Press at SCQF level 5 (Replaces Machine Printing and Digital Printing level 2)
- 7 Post Press – SVQ 2 in Post Press and SVQ 3 Post Press at SCQF levels 5 and 6 (replaces Mechanised Print Finishing and Binding)

SQA Code	SSC Code	Unit title
H9K2 04	PRODPP711	Design and produce creative digital colour artwork for print
H9K8 04	PRODPP122	Manage colour reproduction in digital pre-press
H9KK 04	PRODPP121	Produce imposed digital files (separations) for printing
H9JF 04	PROMP267	Control sheet-fed multi unit lithographic printing machines
H7T5 04	PROMP250	Maintain printing equipment in working order
H9J5 04	PROMP252	Prepare inks and coatings
H9JY 04	PRODPP247	Control digital colour printing machines
H9K1 04	PRODPP248	Control the use of variable data with digital printing machines
H9JM 04	PROMP273	Control flexographic printing units
H9J8 04	PROMP261	Use reel handling equipment
H9KL 04	PROPF343	Set up and control adhesive binding machinery
H9KY 04	PROPF348	Set up and control folding machinery
H9L4 04	PROPF346	Set up and control multi-knife trimming machinery
H9L0 04	PROPF347	Set up and control guillotines
H9L3 04	PROPF352	Set up and control in-line insetting-stitching-trimming machines
H7TL 04	PROPA03	Produce print estimates and data for invoicing
H7TN 04	PROPA08	Monitor costing systems
H7TR 04	CFACSCS	Monitor and solve customer service problems
H7TX 04	PROPAM509	Plan, schedule and monitor print production
H7TP 04	PROPA05	Procurement for print services
H9JR 04	PROMP277	Control ink drying equipment

5.3 Mapping of Core Skills development opportunities across the qualification(s)

The core skills are embedded in each unit at various levels. Proskills (Standard Setting Body) have already conducted the mapping exercise across all units. These are available on the SQA website. Please refer to these for specific information.

5.4 Assessment Strategy for the qualifications

These PDAs will follow the approved Assessment Strategy developed by Proskills for the SVQs for the Print Sector as the content is comprised entirely of NOS (SVQ) units. This is available on the SQA website.

In general, assessment will be based around observation of actual work performance and supplemented with questioning to ensure candidates have both the required knowledge and skills as specified in the unit specifications.

6 Guidance on approaches to delivery and assessment

This suite of PDAs is based on the National Occupational Standards (NOS) for the Print industry and the component units are lifted directly from the corresponding SVQs. As such, they are subject to the requirements of the approved Assessment Strategy developed by the SSC, Proskills and approved by SQA and UKCES. The Assessment Strategy is available on the SQA website. SQA has produced separate implementation guidance packs for each PDA to support Centres in delivering these PDAs. These will be available on the SQA website.

It is expected that assessment will normally be based on performance evidence and direct observation of the candidate in the workplace, supplemented by questioning and expert witness testimony where appropriate. Candidate evidence should be retained in a portfolio/workbook.

6.1 Sequencing/integration of Units

In all cases of each award, it is difficult to sequence the delivery of the units. Most evidence will be naturally occurring, as each learner will be working to meet the needs of the business.

- Assessment will take place at pre-arranged times after consultation with employer and candidates
- Integration of units is most unlikely as they are stand alone units testing competence in specific areas

However, in some instances, a suggestion sequence for delivery is contained in the specific assessment guidelines for each award.

6.2 Recognition of Prior Learning

SQA promotes the use of RPL as a method of confirming competence. Given that most candidates are likely to be in employment or apprentices, it is possible that they will have some skills that could be cross-referenced across the units but it is unlikely that RPL could be used as the primary method of assessment. Guidance on using RPL can be found on the SQA website.

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

- Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
- Where there is an existing requirement for a licence to practice
- Where there are specific health and safety requirements
- Where there are regulatory, professional or other statutory requirements
- Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website www.sqa.org.uk.

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

The qualifications in this suite are derived from the National Occupational Standards for the Print industry developed by the Sector Skills Council, Proskills. As a result, candidates who achieve any of the PDAs in the suite will be able to articulate with the relevant SVQ as follows:

- SVQ 2 and 3 in Print Administration at SCQF levels 5 and 6
- SVQ 2 and 3 in Machine Printing at SCQF levels 5 and 6
- SVQ 3 in Pre Press at SCQF level 5
- SVQ 3 in Press at SCQF level 6
- SVQ 2 and 3 in Post Press at SCQF levels 5 and 6
- SVQ 2 and 3 in Digital Print
- SVQ 2 and 3 in Mechanised Print Finishing and Binding (General Print)
- SVQ 3 in Carton Manufacturing at SCQF level 6

6.2.2 Professional recognition

These awards will be industry recognised as each award is a combination of NOS. The development of these PDAs has the support of the British Printing Industry Federation and key employers in the field.

6.2.3 Credit transfer

Successful achievement of any of the component Units of these PDAs will automatically count towards the relevant SVQ.

6.3 Opportunities for e-assessment

It is anticipated that most, if not all, evidence for assessment will come from direct observed evidence and performance evidence naturally occurring in the workplace given the highly practical nature of the component Units in each of the qualifications which does not make them suitable for distance/e-learning as much of the focus within the Units is based on team and collaborative working practices. However, there may be scope to use online portfolio building tools as a means for candidates to gather evidence for some assessments; this will be at the discretion of the Centre.

It is unlikely, therefore, that e-assessment would be an appropriate approach for these qualifications.

6.4 Support materials

SQA has produced implementation guidance documents for each PDA, referred to above, to facilitate delivery. These are designed to support Centres by providing a step by step guide as to what is required for successful completion of each PDA.

Centres may wish to develop their own workbooks as an delivery and assessment tool which could include reference materials, theoretical notes and referenced online articles and videos.

6.5 Resource requirements

As these awards will be delivered in the workplace, the necessary resources should be available. Centres will have to comply with SQA's Approval Criteria as specified in the Guide to Approval and with the Assessment Strategy.

Successful implementation will require that candidates have access to appropriate equipment/machinery and this will be part of the approval process.

7 General information for centres

Equality and inclusion

The Unit specifications making up these Professional Development Awards have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of candidates will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Internal and external verification

All instruments of assessment used within these awards will be internally verified, using the appropriate policies within the centre delivering and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

8 Glossary of terms

Embedded Core Skills: is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- ◆ candidates may not be entered for the Group Award
- ◆ the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

- ◆ the Group Award will be deleted from the relevant catalogue
- ◆ the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the Group Award
- ◆ centres should only enter candidates whom they expect to complete the Group Award during the defined lapsing period

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk.

SCQF credit points: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

- ◆ No new centres may be approved to offer the Unit which has been revised.
- ◆ Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date

9 General information for candidates

Candidates will normally be employed in the Print sector or an apprentice undergoing training.

It is preferable, but not essential, that applicants have some experience of working in a printing environment.

New learners would benefit from having attained the skills, knowledge and understanding required through relevant qualifications and/or experience in printing.

Each of the nine PDAs has been designed using National Occupational Standards, the standards used by industry to test competency in each specialised area. That means that these are the standards employees within the industry are expected to achieve to be viewed as a qualified operator/administrator.

As the content of these qualifications would be nationally (UK)/internationally recognised they would assist when applying for employment either in the UK or overseas.

Successful completion of any of these PDAs will contribute towards the relevant SVQ.

