



## **Arrangements for:**

**Higher National Certificate Printing**

**Group Award Code: G8G3 15**

**Higher National Diploma Printing**

**Group Award Code: G8G4 16**

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## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

## 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.

Version number	Description	Date
04	<b>Revision of Unit:</b> DV0M 34 Work Experience has been replaced by HJ4W 34 and will finish on 31/07/19 for the HNC Framework	30/03/17
03	<b>Revision of Unit DE1K 33</b> Workplace Communication in English has been revised by H8T2 33 Workplace Communication in English	22/07/15
02	<b>Revision of Unit:</b> DE3N 34 'Communication: Analysing and Presenting Complex Communication' has been revised by H7TK 34 'Communication: Business Communication' and will finish on 31/07/2016.  <b>Revision of Unit:</b> D77G 34 'Communication: Practical Skills' has been revised by H7MB 34 'Communication: Practical Skills' and will finish on 31/07/2016.	29/05/15

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## 1 Introduction

This is the Arrangements Document for the revised HNC Printing and HND Printing, which were validated in February 2007. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

Previously three different Group Awards HND Print Media Management, HNC Fine Bookbinding and HNC Print Media Press Production were available. These have now been combined into the Group Awards of HNC Printing and HND Printing.

## 2 Rationale for the revision of the Group Awards

The HNC and HND in Printing are designed to offer broad based vocational education in printing with the opportunity for candidates to specialise in specific areas.

The revision of the awards reflects the increased use of information technology in the subject area of printing and the awards have been significantly updated to reflect technological advances. This approach was endorsed by employers contacted, and is reflected in the National Occupational Standards for the industry.

### 2.1 Market research methodology

Primary market research was conducted with employers in the printing industry, current and former HNC/HND candidates, and universities, through questionnaires and interviews, to ascertain the support for the Group Awards. Additionally, secondary market research evidence was gathered from Proskills and the British Printing Industries Federation (BPIF).

### 2.2 Market research results

Analysis of the results of market research indicated broad agreement with the aims, approach to Core Skills and transferable skills adopted by the awards and endorsed the balance between mandatory and optional Units within the frameworks.

Following the results of the consultation the revised awards are designed to take into consideration the following:

- ◆ Employer needs and opinions
- ◆ HNC/HND candidate experience
- ◆ Diversity of the printing industry
- ◆ BPIF and Proskills documentation
- ◆ Teaching staff experience
- ◆ The needs of articulating universities

The findings of this stakeholder consultation are summarised as follows:

- ◆ Industry representatives were supportive of the broad content of the programme
- ◆ Industry representatives reinforced the necessity for understanding and practical awareness of current pre-press, press and post press operations
- ◆ Industry representatives highlighted the requirement for Printing Industry Management Information Systems
- ◆ Industry representatives highlighted the requirement for a high level of Core Skills, particularly in Communication, Problem Solving and Working with Others

Labour market intelligence also demonstrates that current and sustainable opportunities exist within the sector as can be seen from the data supplied by the Proskills report prepared for the Print Education and Training Forum, February 2005 which indicated that 27% of establishments had vacancies and provided a detailed breakdown of vacancies and skill shortages in the industry.

Candidate representatives' responses can be summarised as follows 'candidates will have the opportunity to gain experience of a wide range of printing subjects. The opportunity to choose between the different specialist areas of the industry provides a range of career opportunities. It would be useful if candidates did common Units first and moved into separate areas later so that they would have a better idea of which area they wish to choose.'

The programme may be used to access the articulation routes agreed with the University of Paisley as follows:

Year 2. BA Marketing  
Year 2. BA Information Management  
Year 2. BA Human Resource Management  
(Dependant on optional Units taken)

### 3 Aims of the Group Awards

The aims of the Group Awards have been split into General Aims and Specific Aims and each aim has been referenced to the Units contained in the Group Awards. Please see Aims Mapping Tables in Section 5.2 for more information.

#### 3.1 General aims of the Group Awards

- ~~1~~-1 To develop the candidate's knowledge and skills such as planning, analysing and synthesising.
- ~~2~~-2 To develop employment skills and enhance candidates' employment prospects.
- ~~3~~-3 To enable progression within the Scottish Credit and Qualifications Framework.
- ~~4~~-4 To develop study and research skills.
- ~~5~~-5 To develop transferable skills including Core Skills.
- ~~6~~-6 To provide academic stimulus and challenge, and foster an enjoyment of the subject.

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### 3.2 Specific aims of the Group Awards

The specific aims of the HNC Printing are:

- ~~7~~.7 To provide knowledge of the processes and disciplines within the modern printing industry environment.
- ~~8~~.8 To equip candidates with the broad based and specialist technical skills necessary for operating within printing management or printing production processes or print finishing and bookbinding.
- ~~9~~.9 To equip candidates with skills in information technology areas used in printing pre-press and management.
- ~~10~~.10 To provide candidates with an understanding of current developments within the printing and related industries.

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The specific aims of the HND Printing are similar to those of the HNC above, however in addition candidates would expect to enter employment in the field of printing at a higher level and to have more in depth management skills and specialist knowledge. In particular the HND level programme develops the following additional specific aims:

- ~~11~~.11 To equip candidates with advanced skills in using printing industry management techniques and British Printing Industry Federation (BPIF) systems.
- ~~12~~.12 To provide additional range and depth of knowledge of management subjects.
- ~~13~~.13 To equip candidates with additional range and depth of knowledge and skills in print production areas.
- ~~14~~.14 To equip candidates with an understanding of the relationships between the component parts of the printing production workflow.
- ~~15~~.15 To provide candidates with an understanding of the linkages between management decisions and production methods.

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### 3.3 Target groups

These Group Awards would be suitable for a wide range of potential candidates — school leavers, adult returners, those already in work or self-employed. The broad range of skills involved in the Group Awards, develops competence not only in printing skills but also develops employability skills and personal skills which could help candidates gain employment. The Group Awards will also provide a potential progression route for those following a locally devised National Certificate course in printing, graphics or a related area.

### 3.4 Employment opportunities

Candidates completing an HNC in Printing could expect to gain employment as printing operatives, bookbinding specialists or print administrators. Those continuing their studies to HND level could expect to gain employment as print managers, print estimators or print sales administrators.

## 4 Access to Group Awards

While access to these Group Awards will be at the discretion of the centre it would be beneficial if candidates had some previous experience of printing or a related area. This could be evidenced by one or a combination of the following:

- ◆ A locally-devised National Certificate in printing, screen printing, graphics or equivalent or equivalent qualification at SCQF level 5 or 6
- ◆ Work experience in the printing industry or a related industry
- ◆ NVQ/SVQ in Printing or a related area at level 3
- ◆ Two National Qualifications at Higher at level C or above
- ◆ English for Speakers of Other Languages at an appropriate level, where English is not the first language of the candidate

Direct entry to the programme would be offered to those with equivalent qualifications from other countries provided the competencies can be identified and are appropriate.

In addition it is recommended that candidates should possess the following minimum Core Skills levels on entry:

<b>Core Skill</b>	<b>Components</b>	<b>Entry level recommended</b>
Communication	<ul style="list-style-type: none"><li>◆ Oral Communication</li><li>◆ Written Communication</li></ul>	Both components at SCQF level 5
Numeracy	<ul style="list-style-type: none"><li>◆ Using Graphical Information</li><li>◆ Using Number</li></ul>	Both components at SCQF level 4
IT	<ul style="list-style-type: none"><li>◆ Using Information Technology</li></ul>	SCQF level 4
Problem Solving	<ul style="list-style-type: none"><li>◆ Critical Thinking</li><li>◆ Planning and Organising</li><li>◆ Reviewing and Evaluating</li></ul>	All components at SCQF level 4
Working With Others	<ul style="list-style-type: none"><li>◆ Working with Others</li></ul>	SCQF level 4

Where candidates do not come with the existing Core Skills levels, it is recommended that the centre considers carrying out a Core Skills profile with a view to providing support in areas where it may be required.



## 5 Group Award structure

Throughout the Units there has been significant updating to reflect the changes that technology and IT have made to the printing industry.

### 5.1 Framework

The following table shows the framework of the HNC Printing:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Mandatory Units — 6 credits needed</b>				
Printing: Graded Unit 1	F1E4 34	8	7	1
Printing Production Processes	F0PP 34	8	7	1
Design for Print: Digital Workflows and Desktop Publishing	F0P8 34	8	7	1
Single Colour Offset Litho Printing	F0P2 34	8	7	1
Print Finishing Processes	F0PF 34	8	7	1
Communication: Using Information Technology and Desktop Publishing	D7LW 34	8	7	1
<b>Group 1 (Optional) — 1 credit needed</b>				
Communication: Business Communication	H7TK 34*	8	7	1
Workplace Communication in English	H8T2 33*	8	6	1
Communication: Practical Skills	H7MB 34*	8	7	1
<b>Group 2 (Optional) — 5 credits needed</b>				
Printing: Quality Control	F0PS 34	8	7	1
Printing: Packaging	F0PN 34	8	7	1
Printing: Specialised Processes	F0PV 34	8	7	1
Printing: Publications	F0PR 34	8	7	1
Recording Financial Information	DE5D 34	8	7	1
Printing Industry: Sales	F0PL 34	8	7	1
Marketing 1: Industry and Practice	DH4A 34	8	7	1
Printing Industry Estimating: An Introduction	F0PH 34	8	7	1
Hand Bookbinding	F0PB 34	8	7	1
Book Design	F0P3 34	8	7	1
Case Binding	F0P6 34	8	7	1
Bookbinding: Hand Finishing and Foil Blocking	F0P5 34	8	7	1
Multi-colour Offset Litho Printing	F0PC 35	8	8	1
Creating a Culture of Customer Care	DJ42 34	8	7	1
Book Edge Decoration	F0P4 33	8	6	1
Printing Industry: Production Planning and Control	F0PK 34	8	7	1
Printing Industry: Materials Technology	F0PJ 34	8	7	1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Information Technology: Applications Software 1	D75X 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Work Role Effectiveness (2003)	DG6E 34	24	7	3
Work Placement	HJ4W 34*	8	7	1

Candidates have to achieve all of the Mandatory Units 48 SCQF credit points (6 SQA credits) and Optional Units 48 SCQF credit points (6 SQA credits). The HNC must incorporate at least 48 SCQF credit points at SCQF level 7.

The following table shows the framework of the HND Printing:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Mandatory Units — 13 credits needed</b>				
Printing: Graded Unit 1	F1E4 34	8	7	1
Printing Production Processes	F0PP 34	8	7	1
Design for Print: Digital Workflows and Desktop Publishing	F0P8 34	8	7	1
Single Colour Offset Litho Printing	F0P2 34	8	7	1
Print Finishing Processes	F0PF 34	8	7	1
Communication Using Information Technology and Desktop Publishing	D7LW 34	8	7	1
Printing: Graded Unit 2	F1E5 35	16	8	2
Recording Financial Information	DE5D 34	8	7	1
Printing Industry Estimating: An Introduction	F0PH 34	8	7	1
Printing Industry: Quality Management System	F0PT 34	8	7	1
Law and the Communication Industries	DH8K 35	8	8	1
Statistics for Business	F84K 35*	8	8	1
<b>Group 1 (Optional) — From 4 to 8 credits needed</b>				
Multi-colour Offset Litho Printing	F0PC 35	8	8	1
Office Management	DE1X 35	16	8	2
Business Information Management	DE1Y 35	8	8	1
Digital Printing Systems	F0PA 35	8	8	1
Colour for Display and Print	F0P7 35	8	8	1
Print Origination and Image Capture	F0PG 35	8	8	1
Print Estimating: Manual and Computerised	F0PD 35	8	8	1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Group 2 (Optional) — 1 credit needed</b>				
Communication: Business Communication	H7TK 34*	8	7	1
Workplace Communication in English	H8T2 33*	8	6	1
Communication: Practical Skills	H7MB 34*	8	7	1
<b>Group 3 (Optional) — From 6 to 12 credits needed</b>				
Printing: Quality Control	F0PS 34	8	7	1
Printing: Packaging	F0PN 34	8	7	1
Printing: Specialised Processes	F0PV 34	8	7	1
Printing: Publications	F0PR 34	8	7	1
Printing Industry: Sales	F0PL 34	8	7	1
Marketing 1: Industry and Practice	DH4A 34	8	7	1
Hand Bookbinding	F0PB 34	8	7	1
Book Design	F0P3 34	8	7	1
Case Binding	F0P6 34	8	7	1
Bookbinding: Hand Finishing and Foil Blocking	F0P5 34	8	7	1
Environmental Issues in Business: Explaining their Impact and Management	A67E 34	8	7	1
Printing Industry: Costing	F139 34	8	7	1
Printing Industry: Supervisory Management	F0PM 34	8	7	1
Design for Print: Graphics	F0P9 34	8	7	1
Book Edge Decoration	F0P4 33	8	6	1
Printing Industry: Materials Technology	F0PJ 34	8	7	1
Printing Industry: Production Planning and Control	F0PK 34	8	7	1
Information Technology: Applications Software 1	D75X 34	8	7	1
Creating a Culture of Customer Care	DJ42 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Work Role Effectiveness (2003)	DG6E 34	24	7	3
Work Experience	DV0M 34	8	7	1
Printing Industry: Financial Reporting	F13A 34	8	7	1

Candidates have to achieve all of the Mandatory Units 104 SCQF credit points (13 SQA credits) and Optional Units 136 SCQF credit points (17 SQA credits). The HND must incorporate at least 64 SCQF credit points at SCQF level 8.

For the HNC Group Award the choice of a Project-based Graded Unit in the form of a practical assignment has been chosen. This reflects the practical nature of the industry and the importance of bringing together problem solving and planning skills, as well as the practical competences required to operate within the various areas of the printing industry.

For the HND Group Award the choice of a Project-based Graded Unit in the form of a case study has been chosen. This reflects the importance of the technical production processes, management techniques and the importance of bringing together evaluating, problem solving and planning skills.

The Core Skills which will be developed and/or certified in the mandatory Units of the Group Awards are shown below. This would be the minimum Core Skill exit level for successful candidates. A full Core Skills mapping is shown in Section 6.6.

#### HNC Exit level

Core Skill	Components	Exit level
Communication	<ul style="list-style-type: none"> <li>◆ Oral Communication</li> <li>◆ Written Communication</li> </ul>	Both components at SCQF level 6 Or Both components at SCQF level 5 (ESOL) depending on chosen Unit
Numeracy	<ul style="list-style-type: none"> <li>◆ Using Graphical Information</li> <li>◆ Using Number</li> </ul>	Both components at SCQF level 5
IT	<ul style="list-style-type: none"> <li>◆ Using Information Technology</li> </ul>	SCQF level 5
Problem Solving	<ul style="list-style-type: none"> <li>◆ Critical Thinking</li> <li>◆ Planning and Organising</li> <li>◆ Reviewing and Evaluating</li> </ul>	All components at SCQF level 5
Working with Others	<ul style="list-style-type: none"> <li>◆ Working with Others</li> </ul>	SCQF level 6

Candidates leaving with the HNC Printing will have achieved certificated progression in four Core Skill areas: Communication, Problem Solving, Working with Others and Information Technology, while Numeracy will be developed but not certificated.

### HND Exit level

Core Skill	Components	Exit level
Communication	<ul style="list-style-type: none"> <li>◆ Oral Communication</li> <li>◆ Written Communication</li> </ul>	Both components at SCQF level 6 Or Both components at SCQF level 5 (ESOL) depending on chosen Unit
Numeracy	<ul style="list-style-type: none"> <li>◆ Using Graphical Information</li> <li>◆ Using Number</li> </ul>	Both components at SCQF level 6
IT	<ul style="list-style-type: none"> <li>◆ Using Information Technology</li> </ul>	SCQF level 6
Problem Solving	<ul style="list-style-type: none"> <li>◆ Critical Thinking</li> <li>◆ Planning and Organising</li> <li>◆ Reviewing and Evaluating</li> </ul>	All components at SCQF level 5
Working with Others	<ul style="list-style-type: none"> <li>◆ Working with Others</li> </ul>	SCQF level 6

Candidates leaving with the HND Printing will have achieved certificated progression in all five Core Skill areas: Communication, Information Technology, Problem Solving, Working with Others and Numeracy.

In addition to the recognised Core Skills, these Group Awards require candidates to be able to manage their time and plan their activities. These skills are developed throughout the Group Award and in particular are apparent in the Units which have signposted Problem Solving. For further information, please see Section 6.6.

The Graded Units in these Group Awards are Projects. This form of assessment will enable candidates to develop their planning, organising and evaluation skills within given timelines. Based on the feedback from the market research it was agreed that this was the most appropriate way of testing the integration of knowledge and skills.

## 5.2 Mapping information

The aims of the Group Awards have been mapped to the Units. This information is detailed below.

### HNC Printing

The relationship of aims to Units

Title of Unit	Unit code	General aims	Specific aims
Printing: Graded Unit 1	F1E4 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Printing Production Processes	F0PP 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Design for Print: Digital Workflows and Desktop Publishing	F0P8 34	1, 2, 3, 4, 5, 6	7, 9, 10
Single Colour Offset Litho Printing	F0P2 34	1, 2, 3, 4, 5, 6	
Print Finishing Processes	F0PF 34	1, 2, 3, 4, 5, 6	7, 8, 10
Communication: Using Information Technology and Desktop Publishing	D7LW 34	2, 3, 4, 5, 6	7, 9, 10
Communication: Business Communication	H7TK 34	1, 2, 3, 4, 5, 6	8, 10
Workplace Communication in English	H8T2 33	1, 2, 3, 4, 5, 6	8, 10
Communication: Practical Skills	H7MB 34	1, 2, 3, 4, 5, 6	8, 10
Printing: Quality Control	F0PS 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing: Packaging	F0PN 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing: Specialised Processes	F0PV 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing: Publications	F0PR 34	1, 2, 3, 4, 5, 6	7, 8, 10
Recording Financial Information	DE5D 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing Industry: Sales	F0PL 34	1, 2, 3, 4, 5, 6	7, 8, 10
Marketing 1: Industry and Practice	DH4A 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing Industry Estimating: An Introduction	F0PH 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Hand Bookbinding	F0PB 34	1, 2, 3, 4, 5, 6	7, 8, 10
Book Design	F0P3 34	1, 2, 3, 4, 5, 6	7, 8, 10
Case Binding	F0P6 34	1, 2, 3, 4, 5, 6	7, 8, 10
Bookbinding: Hand Finishing and Foil Blocking	F0P5 34	1, 2, 3, 4, 5, 6	7, 8, 10
Multi-colour Offset Litho Printing	F0PC 35	1, 2, 3, 4, 5, 6	7, 8, 10
Creating a Culture of Customer Care	DJ42 34	1, 2, 3, 4, 5, 6	7, 8, 10
Book Edge Decoration	F0P4 33	1, 2, 3, 4, 5, 6	7, 8, 10
Printing Industry: Production Planning and Control	F0PK 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Printing Industry: Materials Technology	F0PJ 34	1, 2, 3, 4, 5, 6	7, 8, 10
Information Technology: Applications Software 1	D75X 34	2, 3, 4, 5, 6	8, 9
Personal Development Planning	DE3R 34	1, 2, 3, 4, 5, 6	7, 8, 10

<b>Title of Unit</b>	<b>Unit code</b>	<b>General aims</b>	<b>Specific aims</b>
Work Role Effectiveness (2003)	DG6E 34	1, 2, 3, 4, 5, 6	7, 8, 10
Work Experience	DV0M 34	1, 2, 3, 4, 5, 6	7, 8, 10

## **HND Printing**

The relationship of aims to Units

<b>Title of Unit</b>	<b>Unit code</b>	<b>General aims</b>	<b>Specific aims</b>
Printing: Graded Unit 1	F1E4 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Printing Production Processes	F0PP 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Design for Print: Digital Workflows and Desktop Publishing	F0P8 34	1, 2, 3, 4, 5, 6	7, 9, 10
Single Colour Offset Litho Printing	F0P2 34	1, 2, 3, 4, 5, 6	
Print Finishing Processes	F0PF 34	1, 2, 3, 4, 5, 6	7, 8, 10
Communication: Using Information Technology and Desktop Publishing	D7LW 34	1, 2, 3, 4, 5, 6	7, 9, 10
Printing: Graded Unit 2	F1E5 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12, 13, 14, 15
Recording Financial Information	DE5D 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing Industry Estimating: An Introduction	F0PH 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Printing: Quality Management System	F0PT 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Law and the Communication Industries	DH8K 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 12
Statistics for Business	DE3M 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 12
Printing Industry: Materials Technology	F0PJ 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing Industry: Production Planning and Control	F0PK 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Information Technology: Applications Software 1	D75X 34	2, 3, 4, 5, 6	8, 9
Communication: Business Communication	H7TK 34	1, 2, 3, 4, 5, 6	8, 10
Workplace Communication in English	H8T2 33	1, 2, 3, 4, 5, 6	8, 10
Communication: Practical Skills	H7MB 34	1, 2, 3, 4, 5, 6	8, 10
Printing: Quality Control	F0PS 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing: Packaging	F0PN 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing: Specialised Processes	F0PV 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing: Publications	F0PR 34	1, 2, 3, 4, 5, 6	7, 8, 10
Recording Financial Information	DE5D 34	1, 2, 3, 4, 5, 6	7, 8, 10
Printing Industry: Sales	F0PL 34	1, 2, 3, 4, 5, 6	7, 8, 10
Marketing 1: Industry and Practice	DH4A 34	1, 2, 3, 4, 5, 6	7, 8, 10

<b>Title of Unit</b>	<b>Unit code</b>	<b>General aims</b>	<b>Specific aims</b>
Printing Industry Estimating: An Introduction	F0PH 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10
Hand Bookbinding	F0PB 34	1, 2, 3, 4, 5, 6	7, 8, 10
Book Design	F0P3 34	1, 2, 3, 4, 5, 6	7, 8, 10
Case Binding	F0P6 34	1, 2, 3, 4, 5, 6	7, 8, 10
Bookbinding: Hand Finishing and Foil Blocking	F0P5 34	1, 2, 3, 4, 5, 6	7, 8, 10
Multi-colour Offset Litho Printing	F0PC 35	1, 2, 3, 4, 5, 6	7, 8, 10, 13
Creating a Culture of Customer Care	DJ42 34	1, 2, 3, 4, 5, 6	7, 8, 10
Book Edge Decoration	F0P4 33	1, 2, 3, 4, 5, 6	7, 8, 10
Personal Development Planning	DE3R 34	1, 2, 3, 4, 5, 6	7, 8, 10
Work Role Effectiveness (2003)	DG6E 34	1, 2, 3, 4, 5, 6	7, 8, 10
Work Experience	DV0M 34	1, 2, 3, 4, 5, 6	7, 8, 10
Environmental Issues in Business: Explaining their Impact and Management	A67E 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 12
Printing Industry: Costing	F139 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12, 14, 15
Printing Industry: Supervisory Management	F0PM 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12, 14, 15
Design for Print: Graphics	F0P9 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 13
Office Management	DE1X 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 12
Business Information Management	DE1Y 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 12
Digital Printing Systems	F0PA 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 13
Colour for Display and Print	F0P7 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 13
Print Origination and Image Capture	F0PG 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 13
Printing Industry: Financial Reporting	F13A 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12, 14, 15
Print Estimating: Manual & Computerised	F0PD 35	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12, 14, 15

The SVQ in Printing provides for several alternative specialist production areas: machine printing, mechanised print finishing and binding, hand binding and pre-press. A group of mandatory Units are common to the four specialist training plans. Each training plan has further specialist mandatory Units and optional Units. There is no equivalent scheme operating in Scotland for administrative trainees.

The following table indicates the linkages between the SVQ and the HNC/HND Printing. There are no direct linkages with many of the management Units and the Graded Units, however the detailed knowledge and practical involvement in the production processes during the SVQ course will be most valuable for candidates progressing via this route to the HNC/HND Printing.



SVQ Mandatory Common Units	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6TA 04 — Reduce Risks to Health and Safety in Your Workplace	F0PJ 34 — Printing Industry: Materials Technology	1	O
D6RG 04 — Develop Yourself in Your Job	F0PP 34 — Printing Production Processes	1, 2, 3	M
D1HW 04 — Support the Efficient Use of Resources	F0PK 34 — Printing Industry: Production Planning and Control	1, 2, 3	O
SVQ Mandatory Units Machine Printing	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6RL 04 — Maintain Equipment in Working Order	F0P2 34 — Single Colour Offset Litho Printing	1, 2, 3	M
D6PW 04 — Control Lithographic Printing Machines	F0P2 34 — Single Colour Offset Litho Printing	1, 2, 3	M
	F0PC 35 — Multi-colour Offset Litho Printing	1, 2, 3	O
	F0PN 34 — Printing: Packaging	2	O
	F0PR 34 — Printing: Publications	3	O
SVQ Optional Units Machine Printing	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6SG 04 — Plan Image Layout for Printing	F0PR 34 — Printing: Publications	2	O
D6RH 04 — Identify and Organise the Requirements for Production	F0PK 34 — Printing Industry: Production Planning and Control	1, 2, 3	O
D1L4 04 — Facilitate Learning through Demonstration and Instruction	D7LW 34 — Communication: Using Information Technology and Desktop Publishing	1, 2, 3	M
B6TL 04 — Contribute to the Development of Teams and Individuals	F0PM 34 — Printing Industry: Supervisory Management	1, 2, 3	O
B6G8 04 — Lead the Work of Teams and Individuals to Achieve Their Objectives	F0PM 34 — Printing Industry: Supervisory Management	1, 2, 3	O

SVQ Mandatory Units Pre-Press	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6NV 04 — Agree Customer's Requirements and Design Specifications	F0P9 34 — Design for Print: Graphics	1, 2, 3	O
	D7LW 34 — Communication: Using Information Technology and Desktop Publishing	3	M
	F0P8 34 — Design for Print: Digital Workflows and Desktop Publishing	1, 2, 3	M
	F0P7 35 — Colour for display and Print	1	O
B36R 04 — Plan Image Production	F0P8 34 — Design for Print: Digital Workflows and Desktop Publishing	2, 3	M
D6SE 04 — Plan and Produce Impositions	F0PR 34 — Printing: Publications	3	O
SVQ Optional Units Pre-Press	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6RR 04 — Make Plates For Lithographic Printing	F0PP 34 — Printing Production Processes	1	M
D6T6 04 — Produce Digital Images For Printing	F0PA 35 — Digital Printing Systems	1, 2, 3	O
D6T2 04 — Produce And Assess Digital Proofs	F0PA 35 — Digital Printing Systems	2, 3	O
D6RX 04 — Operate Electronic Make-up Systems	D7LW 34 — Communication: Using Information Technology and Desktop Publishing	1, 2, 3	M
	F0P8 34 — Design for Print: Digital Workflows and Desktop Publishing	2, 3	M
D6T4 04 — Produce Computer-generated Image Carriers	F0PR 34 — Printing: Publications	2	O
D1L4 04 — Facilitate Learning Through Demonstration And Instruction	D7LW 34 — Communication: Using Information Technology and Desktop Publishing	1, 2, 3	M
B6TL 04 — Contribute to the Development of Teams and Individuals	F0PM 34 — Printing Industry: Supervisory Management	1, 2, 3	O
B6G8 04 — Lead the Work of Teams and Individuals to Achieve Their Objectives	F0PM 34 — Printing Industry: Supervisory Management	1, 2, 3	O

SVQ Mandatory Units Hand Binding	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6SR 04 — Prepare for Hand Binding Operations	F0PB 34 — Hand Bookbinding	1	M
D6NW 04 — Bind Books by Hand	F0PB 34 — Hand Bookbinding	3	M
	F0P6 34 — Case Binding	3	O
D6RA 04 — Cut Page Edges and Binding Materials by Guillotine	F0PB 34 — Hand Bookbinding	1	M
	F0P6 34 — Case Binding	3	O
SVQ Optional Units Hand Binding	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6RD 04 — Decorate Cases	F0P4 33 — Book Edge Decoration	1,2,3	O
B6TL 04 — Contribute to the Development of Teams and Individuals	F0PM 34 — Printing Industry: Supervisory Management	1,2,3	O
B6G8 04 — Lead the Work of Teams and Individuals to Achieve Their Objectives	F0PM 34 — Printing Industry: Supervisory Management	1,2,3	O
SVQ Optional Units Print Finishing and Binding	Proposed HNC/HND Printing Units		
	Unit	Outcome(s)	Mandatory or Optional
D6PK 04 — Control Guillotines	F0PF 34 — Print Finishing Processes	3	M
D6PG 04 — Control Foil Blocking Machinery	F0P5 34 — Bookbinding: Hand Finishing and Foil Blocking	1,2,3	O
D6RH 04 — Identify And Organise The Requirements For Production	F0PK 34 — Printing Industry: Production Planning and Control	1,2,3	O
D1L4 04 — Facilitate Learning Through Demonstration And Instruction	D7LW 34 — Communication: Using Information Technology and Desktop Publishing	1,2,3	M
B6TL 04 — Contribute to the Development of Teams and Individuals	F0PM 34 — Printing Industry: Supervisory Management	1,2,3	O
B6G8 04 — Lead the Work of Teams and Individuals to Achieve Their Objectives	F0PM 34 — Printing Industry: Supervisory Management	1,2,3	O

### **5.3 Articulation, professional recognition and credit transfer**

#### **Articulation from HNC Printing to HND Printing**

Candidates completing the 96 SCQF credit points (12 SQA credits) for the HNC Printing can articulate to the HND Printing on completion of a further 24 SCQF credit points (3 SQA credits) at SCQF level 7 from the HND Printing framework.

#### **Articulation from HNC/HND Printing to degree study**

The programme may be used to access the articulation routes agreed with the University of Paisley as follows:

- ◆ Year 2. BA Business
- ◆ Year 2. BA Marketing
- ◆ Year 2. BA Information Management
- ◆ Year 2. BA Human Resource Management  
(Dependant on optional Units taken)

Level 8 entry to BA Business would be appropriate (provided the candidates take cluster 2a plus five or six business Units from Options 3 and 4). Level 8 entry to BA Marketing would also be feasible on that basis. If the Business Information Management Unit is included, then level 8 BA Information Management would be feasible again on above basis. If two of the three Units Supervisory Management, Work Role Effectiveness and Personal Development Planning are taken, then level 8 entry to BA Human Resource Management would be possible again on the above basis. Applicants for second year entry should have sufficient general business knowledge plus appropriate specific knowledge. There is not a one to one mapping between University of Paisley programmes and the HND Printing, but sufficient overlap exists.

There are also opportunities to progress to the second or third year of a degree course at a variety of other universities, however candidates would have to consult with receiving institutions on exact articulation requirements.

#### **Articulation from related awards to HND Printing**

The existing candidates attending on the 1st year of the full-time HND Print Media Management would continue into the 2nd year and finish their course.

The candidates attending on the full-time HNC Print Media Press course and the HNC Fine Bookbinding and Book Repair course would articulate to the 2nd year of the HND Print Media Management course and finish their course. Candidates not completing these courses within the year will have to take the equivalent Unit(s) of the new course and have credit transfer carried out to complete the old course.

Candidates attending the 1st year of the HNC Print Media Management course on evening classes or will be able to complete this course the following year.

There are a number of related HNCs which could provide a basis for progressing to HND Printing. However, there is no direct match to the HNC or 1st year of HND Printing and therefore any credit transfer would be on a Unit by Unit basis. The precise requirements will have to be determined by the course tutor and agreed with SQA for individual candidates. This may involve a mix of credit transfer, bridging arrangements and additional Units. The related HNCs that might require this arrangement include: HNC Print Media Management, HNC Print Media Press Production and HNC Fine Bookbinding.

## 6 Approaches to delivery and assessment

This programme and its component Units should be as flexible as possible in respect of delivery pattern and mode of attendance subject to applicants meeting individual Unit access criteria. This guidance applies both in terms of entry and to attendance, the over-riding criteria being that of reasonable expectation of successful completion of the Group Award or of agreed component part(s).

### 6.16.1 Possible full-time pattern of delivery

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The full-time programme of delivery suggested in the following table shows how skills are built up during the Group Awards and eventually integrated into the Graded Units. These guides are based on a three block year. This enables the candidate to use the knowledge and skills developed throughout the Units to best effect in the Graded Units.

#### HNC Printing Delivery Schedule — full-time

Unit	Mandatory/Option	Year	Block
FOPP 34 — Printing Production Processes	Mandatory	1	1
FOP2 34 — Single Colour Offset Litho Printing	Mandatory	1	1
FOPF 34 — Print Finishing Processes	Mandatory	1	1
FOPR 34 — Printing: Publications	Optional	1	1
DE5D 34 — Recording Financial Information	Optional	1	1
FOP6 34 — Case Binding	Optional	1	1
D75X 34 — Information Technology: Applications Software 1	Optional	1	1
FOP8 34 — Design for Print: Digital Workflows and Desktop Publishing	Mandatory	1	2
D7LW 34 — Communication: Using Information Technology and Desktop Publishing	Mandatory	1	2
FOPS 34 — Printing: Quality Control	Optional	1	2
FOPN 34 — Printing: Packaging	Optional	1	2
FOPL 34 — Printing Industry: Sales	Optional	1	2
DH4A 34 — Marketing 1: Industry and Practice	Optional	1	2
FOPB 34 — Hand Bookbinding	Optional	1	2
FOP5 34 — Bookbinding: Hand Finishing and Foil Blocking	Optional	1	2
FOPK 34 — Printing Industry: Production Planning and Control	Optional	1	2
DE3N 34 — Communication: Analysing and Presenting Complex Communication	Optional	1	3
D77G 34 — Communication: Practical Skills	Optional	1	3
H8T2 33 — Workplace Communication in English	Optional	1	3

Unit	Mandatory/Option	Year	Block
F0PV 34 — Printing: Specialised Processes	Optional	1	3
F0PH 34 — Printing Industry Estimating: An Introduction	Optional	1	3
F0P3 34 — Book Design	Optional	1	3
F0P4 33 — Book Edge Decoration	Optional	1	3
F0PC 35 — Multi-colour Offset Litho Printing	Optional	1	3
DJ42 34 — Creating a Culture of Customer Care	Optional	1	3
F0PJ 34 — Printing Industry: Materials Technology	Optional	1	3
DE3R 34 — Personal Development Planning	Optional	1	3
DG6E 34 — Work Role Effectiveness (2003)	Optional	1	3
DVOM 34 — Work Experience	Optional	1	3
F1E4 34 — Printing: Graded Unit 1	Mandatory	1	3

### HND Printing Year One Delivery Schedule — full-time

Unit	Mandatory/Option	Year	Block
F0PP 34 — Printing Production Processes	Mandatory	1	1
F0P2 34 — Single Colour Offset Litho Printing	Mandatory	1	1
F0PF 34 — Print Finishing Processes	Mandatory	1	1
F0PR 34 - Printing: Publications	Optional	1	1
DE5D 34 — Recording Financial Information	Mandatory	1	1
F0P6 34 — Case Binding	Optional	1	1
D75X 34 — Information Technology: Applications Software 1	Optional	1	1
F0P8 34 — Design for Print: Digital Workflows and Desktop Publishing	Mandatory	1	2
D7LW 34 — Communication: Using Information Technology and Desktop Publishing	Mandatory	1	2
F0PS 34 — Printing: Quality Control	Optional	1	2
F0PN 34 — Printing: Packaging	Optional	1	2
F0PL 34 — Printing Industry: Sales	Optional	1	2
DH4A 34 — Marketing 1: Industry and Practice	Optional	1	2
F0PB 34 — Hand Bookbinding	Optional	1	2
F0P5 34 — Bookbinding: Hand Finishing and Foil Blocking	Optional	1	2
F0PK 34 — Printing Industry: Production Planning and Control	Optional	1	2
DE3N 34 — Communication: Analysing and Presenting Complex Communication	Optional	1	3
D77G 34 — Communication: Practical Skills	Optional	1	3
H8T2 33 — Workplace Communication in English	Optional	1	3
F0PV 34 — Printing: Specialised Processes	Optional	1	3
F0PH 34 — Printing Industry Estimating: An Introduction	Mandatory	1	3
F0P3 34 — Book Design	Optional	1	3
F0P4 33 — Book Edge Decoration	Optional	1	3
F0PC 35 — Multi-colour Offset Litho Printing	Optional	1	3
DJ42 34 — Creating a Culture of Customer Care	Optional	1	3
F0PJ 34 — Printing Industry: Materials Technology	Optional	1	3
DE3R 34 — Personal Development Planning	Optional	1	3

Unit	Mandatory/Option	Year	Block
DG6E 34 - Work Role Effectiveness (2003)	Optional	1	3
DV0M 34 - Work Experience	Optional	1	3
F1E4 34 - Printing: Graded Unit 1	Mandatory	1	3

### HND Printing Year Two Delivery Schedule — full-time

Unit	Mandatory/Option	Year	Block
F13A 34 — Printing Industry: Financial Reporting	Optional	2	1
F0PC 35 — Multi-colour Offset Litho Printing	Optional	2	1
F0P7 35 — Colour for Display and Print	Optional	2	1
F139 34 — Printing Industry: Costing	Optional	2	1
F0PM 34 — Printing Industry: Supervisory Management	Optional	2	1
DE5D 34 — Recording Financial Information	Mandatory	2	1
F0PH 34 — Printing Industry Estimating: An Introduction	Mandatory	2	3
F0PT 34 — Printing Industry: Quality Management System	Mandatory	2	1
DE1X 35 — Office Management	Optional	2	2 and 3
DE1Y 35 — Business Information Management	Optional	2	2
F0PA 35 — Digital Printing Systems	Optional	2	2
A67E 34 — Environmental Issues in Business: Explaining their Impact and Management	Optional	2	2
F1E5 35 — Printing: Graded Unit 2	Mandatory	2	2 & 3
DH8K 35 — Law and the Communication Industries	Mandatory	2	3
DE3M 35 — Statistics for Business	Mandatory	2	3
F0PD 35 — Print Estimating: Manual & Computerised	Optional	2	3
F0PG 35 — Print Origination and Image Capture	Optional	2	3
F0P9 34 — Design for Print: Graphics	Optional	2	3

### 6.2 Possible part-time pattern of delivery

Candidates enrolled in a part-time course of study are likely to undertake six Units per year to complete the HNC Printing. The following table indicates a possible delivery pattern.

#### HNC Printing Year One Delivery Schedule — part-time

Unit	Mandatory/Option	Year	Block
F0PP 34 — Printing Production Processes	Mandatory	1	1
F0P2 34 — Single Colour Offset Litho Printing	Mandatory	1	1
F0P8 34 — Design for Print: Digital Workflows and Desktop Publishing	Mandatory	1	2
D7LW 34 — Communication: Using Information Technology and Desktop Publishing	Mandatory	1	2
F0PF 34 — Print Finishing Processes	Mandatory	1	3
Choice of Options*	Optional	1	3

## HNC Printing Year Two Delivery Schedule — part-time

Unit	Mandatory/Option	Year	Block
Choice of Options*	Optional	2	1
Choice of Options*	Optional	2	1
Choice of Options*	Optional	2	2
Choice of Options*	Optional	2	2
Choice of Options*	Optional	2	3
Printing: Graded Unit 1 — F1E4 34	Mandatory	2	3

\*From:

F0PR 34	<i>Printing: Publications</i>
DE5D 34	<i>Recording Financial Information</i>
F0P6 34	<i>Case Binding</i>
D75X 34	<i>Information Technology: Applications Software 1</i>
F0PS 34	<i>Printing: Quality Control</i>
F0PN 34	<i>Printing: Packaging</i>
F0PL 34	<i>Printing Industry: Sales</i>
DH4A 34	<i>Marketing 1: Industry and Practice</i>
F0PB 34	<i>Hand Bookbinding</i>
F0P5 34	<i>Bookbinding: Hand Finishing and Foil Blocking</i>
F0PK 34	<i>Printing Industry: Production Planning and Control</i>
DE3N 34	<i>Communication: Analysing and Presenting Complex Communication</i>
D77G 34	<i>Communication: Practical Skills</i>
DE1K 33	<i>Workplace Communication in English</i>
F0PV 34	<i>Printing: Specialised Processes</i>
F0PH 34	<i>Printing Industry Estimating: An Introduction</i>
F0P3 34	<i>Book Design</i>
F0P4 33	<i>Book Edge Decoration</i>
F0PC 35	<i>Multi-colour Offset Litho Printing</i>
DJ42 34	<i>Creating a Culture of Customer Care</i>
F0PJ 34	<i>Printing Industry: Materials Technology</i>
DE3R 34	<i>Personal Development Planning</i>
DG6E 34	<i>Work Role Effectiveness (2003)</i>
DV0M 34	<i>Work Experience</i>

It is envisaged that any candidates wishing to continue their studies to gain the HND Printing would complete the remaining 144 SCQF credit points on an infill basis.

### 6.3 Delivery of the Graded Unit

The Graded Units in the Group Awards are Projects and need a different approach to delivery from that taken for the other Units in the frameworks. The Graded Units are designed to develop the candidate's skills in terms of independent planning, development and evaluation. Ideally there should be a structure in place where the candidate will experience similar tasks, either in the form of formative assessments or in project based approaches, taken in other contributing Units. Candidates should be given dates along the time spans of the Graded Units that link to specific tasks. The tutor can then monitor the volume and quality of the work, give guidance on any restructuring of work needed and give the candidate one-to-one feedback on their progress.



An important aspect of the delivery and assessment of these Group Awards is the work of a Course Team. The Course Team may want to meet a minimum of three times a year to identify any problems involved in delivery, extra support needed and any corrective action required. Throughout delivery of the Units, reference should be made to the Graded Units. It is hoped that this will encourage an overarching approach to the delivery of the Graded Units and will encourage candidates to integrate the knowledge and skills gained from each of the constituent Units.

It is envisaged that the delivery of Printing: Graded Unit 1 would take place in block three, in full-time provision, as key skills acquired in the contributory Units would be covered in blocks one and two. By the time candidates have completed all mandatory Units in block one and two they will also have developed their skills in managing time and oral and written communication.

In the case of discrete part-time provision, the Graded Unit would run at the end of the Group Award in block three in year two.

It is envisaged that the delivery of Printing: Graded Unit 2 would take place in block three, in full-time provision, as key skills acquired in the contributory Units would be covered in year one and blocks one and two of year two. Graded Unit 2 is 16 SCQF credit points (2 SQA credits) and should be timetabled accordingly.

## 6.4 Open learning

Full details on the suitability of individual Units for open learning are contained in each individual Unit specification. Some of the workshop-based Units in the Printing Group Awards may not lend themselves to open learning, however the following Units may be appropriate:

### HNC/HND Printing

Design for Print: Digital Workflows and Desktop Publishing	FOP8 34
Communication Using Information Technology and Desktop Publishing	D7LW 34
Recording Financial Information	DE5D 34
Printing Industry Estimating: An Introduction	FOPH 34
Printing Industry: Quality Management System	FOPT 34
Law and the Communication Industries	DH8K 35
Statistics for Business	DE3M 35
Information Technology: Applications Software 1	D75X 34
Communication: Analysing and Presenting Complex Communication	DE3N 34
Workplace Communication in English	DE1K 33
Communication: Practical Skills	D77G 34
Recording Financial Information	DE5D 34
Printing Industry: Sales	FOPL 34
Marketing 1: Industry and Practice	DH4A 34

### HNC/HND Printing (continued)

Printing Industry Estimating: An Introduction	F0PH 34
Creating a Culture of Customer Care	DJ42 34
Personal Development Planning	DE3R 34
Work Role Effectiveness (2003)	DG6E 34
Work Experience	DV0M 34
Environmental Issues in Business: Explaining their Impact and Management	A67E 34
Printing Industry: Costing	F139 34
Printing Industry: Supervisory Management	F0PM 34
Design for Print: Graphics	F0P9 34
Office Management	DE1X 35
Business Information Management	DE1Y 35
Colour for Display and Print	F0P7 35
Print Origination and Image Capture	F0PG 35
Printing Industry: Financial Reporting	F13A 34

### 6.5 E-Learning and e-assessment

There will be opportunities for elements of the teaching materials and some formative and summative assessments to be delivered by electronic means. The prevalence of Information Technology in the printing industry is reflected in the course frameworks. Some Units are particularly suited to various forms of electronic delivery and include the following Units:

Design for Print: Digital Workflows and Desktop Publishing	F0P8 34
Communication Using Information Technology and Desktop Publishing	D7LW 34
Information Technology: Applications Software 1	D75X 34
Communication: Analysing and Presenting Complex Communication	DE3N 34
Workplace Communication in English	DE1K 33
Communication: Practical Skills	D77G 34
Printing Industry: Costing	F139 34
Design for Print: Graphics	F0P9 34
Office Management	DE1X 35
Business Information Management	DE1Y 35
Colour for Display and Print	F0P7 35
Print Origination and Image Capture	F0PG 35

Formative and summative assessments based on VLEs are recommended for use with these Group Awards, but should be used where they will enhance the learning experience. The increasing use of technology in the content of these Group Awards lends itself to the use of more technology in the approaches to delivery.

Centres who wish to use e-learning or e-assessment to deliver this qualification should ensure that candidates have the necessary ICT and ILT facilities and support mechanisms, for example, access to discussion forums and e-mail for candidates. Delivery of parts of Units in this way would not alter the sequence of delivery already suggested above.

## 6.6 Core Skills

Core Skills and their development are signposted, embedded or delivered through dedicated Units throughout the Group Awards. A summary of the suggested entry level and exit levels are given in Sections 4 and 5.1. A full Core Skills mapping is shown below.

Unit Title and Number	Outcome	CORE SKILL FORMAT and SCQF LEVEL [D]= dedicated, [E]- embedded, [S]= signposted SCQF Levels: 2, 3, 4, 5 and 6				
		Communication	Numeracy	IT	Problem Solving	Working with Others
DE3N 34 Communication: Analysing and Presenting Complex Communication	Unit	SCQF level 6 <b>D</b>				
D77G 34 Communication: Practical Skills		SCQF level 6 <b>D</b>				
DE1K 33 Workplace Communication in English	Unit	SCQF level 5 <b>D</b>				
D7LW 34 Communication: Using Information Technology and Desktop Publishing	Unit			SCQF level 5 <b>D</b>		
D75X 34 Information Technology: Applications Software 1	Unit			SCQF level 6 <b>D</b>		
F1E4 34 Printing: Graded Unit 1	Unit				SCQF level 5 <b>E</b>	
F1E5 35 Printing: Graded Unit 2	Unit				SCQF level 5 <b>E</b>	
F0PP 34 - Printing Production Processes	Unit					SCQF level 6 <b>E</b>
F0P8 34 - Design for Print: Digital Workflows and Desktop Publishing	Unit			SCQF level 5 <b>S</b>		
F0P2 34 - Single Colour Offset Litho Printing	Unit					SCQF level 6 <b>S</b>
F0PF 34 - Print Finishing Processes	Outcome 1 and 3		SCQF level 5 <b>S</b>			SCQF level 5 <b>S</b>

Unit Title and Number	Outcome	CORE SKILL FORMAT and SCQF LEVEL [D]= dedicated, [E]- embedded, [S]= signposted SCQF Levels: 2, 3, 4, 5 and 6				
		Communication	Numeracy	IT	Problem Solving	Working with Others
F0PT 34 — Printing: Quality Management System	Outcome 3		SCQF level 5 <b>S</b>			
F0PH 34 — Printing Industry Estimating: An Introduction	Outcome 2 and 3		SCQF level 5 <b>S</b>	SCQF level 5 <b>S</b>		
F0PS 34 — Printing: Quality Control	Outcome 3				SCQF level 5 <b>S</b>	
F0PN 34 — Printing: Packaging						SCQF level 6 <b>S</b>
F0PR 34 — Printing: Publications	Outcome 2 and 3		SCQF level 5 <b>S</b>			SCQF level 5 <b>S</b>
F0PL 34 — Printing Industry: Sales	Outcome 3					SCQF level 5 <b>S</b>
F0P5 34 — Bookbinding: Hand Finishing and Foil Blocking	Outcome 3				SCQF level 5 <b>S</b>	
F0P3 34 — Book Design	Unit	SCQF level 5 <b>S</b>		SCQF level 5 <b>S</b>		
F13A 34 — Printing Industry: Financial Reporting	Unit		SCQF level 5 <b>S</b>			
F0PD 35 — Print Estimating: Manual & Computerised	Outcome 1 and 2		SCQF level 6 <b>S</b>	SCQF level 5 <b>S</b>		
F0PC 35 — Multi-colour Offset Litho Printing	Outcome 1 and 3					SCQF level 6 <b>S</b>
F0PA 35 — Digital Printing Systems	Outcome 1			SCQF level 5 <b>S</b>		
F0P7 35 — Colour for Display and Print	Unit		SCQF level 5 <b>S</b>	SCQF level 5 <b>S</b>		
F0PG 35 — Print Origination and Image Capture	Unit			SCQF level 5 <b>S</b>		
F0PJ 34 — Printing Industry: Materials Technology	Unit	SCQF level 5 <b>S</b>				
F0PK 34 — Printing Industry: Production Planning and Control	Outcome 2 and 3		SCQF level 5 <b>S</b>			
F139 34 — Printing Industry: Costing	Unit		SCQF level 5 <b>S</b>			

Unit Title & Number	Outcome	CORE SKILL FORMAT and SCQF LEVEL [D]= dedicated, [E]- embedded, [S]= signposted SCQF Levels: 2, 3, 4, 5 and 6				
		Communication	Numeracy	IT	Problem Solving	Working with Others
FOPM 34 — Printing Industry: Supervisory Management	Unit	SCQF level 5 S				

## 6.7 Resource requirements

Resource requirements will vary depending on the options offered by each centre. All centres will need to have resources to deal with print management, pre-press, press and print finishing processes and will also need stocks of materials, workshop machinery, computing facilities and specialist software.

Staff development requirements will vary from centre to centre, but staff are likely to have knowledge and skills in the following:

- ◆ Print management processes and software, including management information systems
- ◆ Pre-press systems and software, including computer to plate, desktop publishing, image manipulation and digital workflows.
- ◆ Printing systems, encompassing multicolour/full colour commercial printing presses, densitometry and spectrophotometry.
- ◆ Print finishing and bookbinding systems, including hand and mechanical binding.

Workshop equipment required for the Group Awards includes:

- ◆ Multi-colour litho printing presses
- ◆ Plate making facilities
- ◆ Digital printing equipment
- ◆ Digital proofing facilities
- ◆ Densitometers and spectrophotometers
- ◆ Computer facilities with an MIS system
- ◆ Computer facilities with Pre-press software
- ◆ Mechanical binding equipment, including saddle and perfect binding systems
- ◆ Hand binding equipment and tools
- ◆ Mechanical finishing, including programmable guillotine and folding equipment
- ◆ Colour management systems and software

## **6.8 Assessment schedule**

An indication of the likely time of delivery and assessment for the mandatory Units of the Group Awards is given in Section 6.3. Where there are opportunities for integration between Units these should be taken, but it is likely that the integration of assessment will take place within, rather than between Units. This approach would enable those following a part-time course of study to in-fill into a full-time course.

A full assessment schedule for the Group Awards is shown below:

## HNC Assessment Schedule

HNC Printing	Block 1											Block 2											Block 3												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
Printing: Graded Unit 1 - F1E4 34																								X			X							X	Mandatory Units
Printing Production Processes - FOPP 34		X			X					X																									
Single Colour Offset Lithography - FOP2 34		X					X			X																									
Print Finishing Processes - FOPF 34			X				X			X																									
Design for Print: Digital Workflows and Desktop Publishing - FOP8 34												X					X			X															
Communication: Using Information Technology and Desktop Publishing - D7LW 34													X			X			X																
Communication: Analysing and Presenting Complex Communication - DE3N 34																								X			X		X						
Communication: Practical Skills - D77G 34																								X			X		X						
Workplace Communication in English - DE1K 33																								X			X		X						
Printing: Quality Control - FOPS 34													X			X					X														
Printing: Packaging - FOPN 34														X		X						X													
Printing: Specialised Processes - FOPV 34																								X					X					X	
Printing: Publications - FOPR 34							X				X																								
Recording Financial Information - DE5D 34			X								X																								
Printing Industry: Sales - FOPL 34													X		X						X														
Marketing 1: Industry and Practice - DH4A 34																							X												
Printing Industry Estimating: An Introduction - FOPH 34																											X						X		
Hand Bookbinding - FOPB 34			X			X					X																								
Book Design - FOP3 34																									X				X					X	
Case Binding - FOP6 34													X		X						X														
Bookbinding: Hand Finishing and Foil Blocking - FOP5 34														X		X					X														
Printing Industry: Production Planning and Control - FOPK 34															X						X														
Printing Industry: Materials Technology - FOPJ 34																							X				X							X	
Information Technology: Applications Software 1 - D75X 34				X							X																								
Book Edge Decoration - FOP4 33																								X		X								X	
Multi-colour Offset Litho Printing FOPC 35																								X		X								X	
Creating a Culture of Customer Care - DJ42 34																										X								X	
Personal Development Planning - DE3R 34																																		X	
Work Role Effectiveness - DG6E 34																																		X	
Work Experience - DV0M 34																																			
	Assessment on demand																																		

### HND 1st Year Assessment Schedule

HND Printing - Year 1	Block 1											Block 2											Block 3																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33								
Printing: Graded Unit 1 - F1E4 34																										X														X	Mandatory Units
Printing Production Processes - F0PP 34		X			X					X																															
Single Colour Offset Litho Printing - F0P2 34		X				X				X																															
Print Finishing Processes - F0PF 34			X				X			X																															
Design for Print: Digital Workflows and Desktop Publishing - F0P8 34													X					X			X																				
Communication: Using Information Technology and Desktop Publishing - D7LW 34														X			X			X																					
Communication: Analysing and Presenting Complex Communication - DE3N 34																								X			X			X											
Communication: Practical Skills - D77G 34																								X			X			X											
Workplace Communication in English - DE1K 33																								X			X			X											
Printing: Quality Control - F0PS 34														X		X					X																				
Printing: Packaging - F0PN 34														X			X				X																				
Printing: Specialised Processes - F0PV 34																								X					X											X	
Printing: Publications - F0PR 34						X				X																															
Recording Financial Information - DE5D 34			X							X																															
Printing Industry: Sales - F0PL 34													X		X						X																				
Marketing 1: Industry and Practice - DH4A 34																								X																	
Printing Industry Estimating: An Introduction - F0PH 34																												X											X		
Hand Bookbinding - F0PB 34			X			X				X																															
Book Design - F0P3 34																									X				X											X	
Case Binding - F0P6 34													X		X						X																				
Bookbinding: Hand Finishing and Foil Blocking - F0P5 34														X		X					X																				
Book Edge Decoration - F0P4 33																									X		X										X				
Multi-colour Offset Litho Printing - F0PC 35																								X		X													X		
Creating a Culture of Customer Care - DJ42 34																									X													X			
Personal Development Planning - DE3R 34																																							X		
Work Role Effectiveness (2003) - DG6E 34																																							X		
Work Experience - DV0M 34	Assessment on demand																																								
Printing Industry: Production Planning and Control - F0PK 34																X						X																			
Printing Industry: Materials Technology - F0PJ 34																									X			X											X		
Information Technology: Applications Software 1 - D75X 34				X							X																														



## HND 4<sup>th</sup>-2<sup>nd</sup> Year Assessment Schedule

HND Printing - Year 2	Block 1											Block 2											Block 3											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
Printing: Graded Unit 2 - F1E5 35															X								X										X	Mandatory Units
Law and the Communication Industries - DH8K 35																								X			X					X		
Statistics for Business - DE3M 35																								X								X		
Printing: Quality Management System - F0PT 34			X				X			X																								
Printing Industry Estimating: An Introduction - F0PH 34																										X						X		
Print Estimating: Manual and Computerised - F0PD 35																								X								X		
Office Management - DE1X 35															X				X					X							X	Four Options from Seven		
Business Information Management - DE1Y 35																				X														
Multi-colour Offset Litho Printing F0PC 35																							X			X						X		
Digital Printing Systems - F0PA 35													X			X			X															
Colour for Display and Print - F0P7 35				X			X			X																								
Print Origination and Image Capture - F0PG 35																								X			X				X			
Environmental Issues in Business: Explaining their Impact and Management - A67E 34												X				X				X														
Printing Industry: Costing - F139 34			X				X			X																							Four Options from Five	
Printing Industry: Supervisory Management - F0PM 34			X				X			X																								
Design for Print: Graphics - F0P9 34																								X			X				X			
Printing Industry: Financial Reporting - F13A 34			X							X																								

## 6.9 Assessment strategy

Assessment approaches adopted will vary across the component Units within the programme. These may take the form of closed or open-book assessments using a variety of methods. In some cases practical competence will be observed within the classroom or workshop setting. Alternatively there may be elements of course work which are project based and extend across the session or where a learner is asked to produce a more extended piece of work involving an element of research and evaluation. At all times assessment should be in line with the specific and broad aims of the course and should be closely aligned with the essential skills and knowledge to be acquired through component Units. Learning, teaching and assessment should whenever possible be contextualised to the vocational area of study and opportunities for integration of assessment could be demonstrated alongside holistic approaches to appraisal which would ensure an appropriate balance of teaching to evaluation.

## 7 General information for centres

### 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. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

### Internal and external verification

All instruments of assessment used within these Group Awards should be internally verified, using the appropriate policy within the centre 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.

Further information on internal and external verification can be found in SQA's *Guide to Assessment and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

The following information is intended for candidates interested in undertaking the HNC or HND Printing.

The courses provide the knowledge and skills required by candidates intending to make a career in the printing and related industries. The HNC offers candidates the opportunity to specialise in Print administration, Bookbinding and Lithographic printing. Following on from the HNC, the HND concentrates on the skills required to carry out a variety of management roles within the printing industry.

Most people who successfully complete the HNC/HND go on to work in the printing industry, but there are also opportunities to progress to the second or third year of a degree course at a variety of universities.

### **What kind of study is involved?**

The HNC and HND are made up of Units that reflect the needs of the printing industry. It is anticipated that the HNC will require approximately 36 weeks of study within one academic year and you will have to successfully complete 96 SCQF credit points (12 SQA credits) to achieve the award. The HND will require approximately 72 weeks of study over two academic years and you will have to successfully complete 240 SCQF credit points (30 SQA credits) to achieve the Group Award.

The main topics of study include:

- ◆ Printing Production Processes
- ◆ Digital Workflows
- ◆ Offset Lithographic printing
- ◆ Print Finishing Processes
- ◆ Fine Bookbinding
- ◆ Quality Management Systems
- ◆ Information Technology and Desktop Publishing
- ◆ Printing Industry Estimating, Costing and Financial Management
- ◆ Computerised Management Information Systems

The optional Units delivered by your college will depend on the college's knowledge of your local employment prospects.

The content of each Unit will be delivered through a series of lectures, practical workshops and you will also be expected to make a commitment to self directed study. Tutorial sessions will support you through this programme and will help build up your confidence. Each Unit is individually assessed and you will be expected to hand in work to meet specified deadlines. Many of your tasks will be practical tasks, but you will also be required to carry out research activities, write up technical reports and evaluate some of your practical tasks.

During the learning process you will have the opportunity to acquire the following skills:

- ◆ Organising
- ◆ Communicating
- ◆ Information collection and research
- ◆ Logical and analytical thinking
- ◆ Decision making
- ◆ Problem solving
- ◆ Co-operating with others (Teamworking)
- ◆ Vocational adaptability

The content of the HNC and HND Printing reflects the needs of employers across a diverse industry. This is your opportunity to develop the skills and gain the underpinning knowledge necessary for work in a dynamic printing industry.

## 9 Glossary of terms

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk)

**SCQF credits:** One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

**SCQF levels:** The SCQF covers 12 levels of learning. HN Units will normally be at SCQF levels 6–9. Graded Units will be at SCQF level 7 and 8.

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

**Graded Unit:** Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

**Dedicated Core Skill Unit:** This is a Unit that is written to cover one or more particular Core Skills, eg HN Units in Information Technology or Communication.

**Embedded Core Skills:** This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

**Signposted Core Skills:** This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

**Qualification Design Team:** The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

**Consortium-devised HNCs and HNDs** are those developments or revisions undertaken by a group of centres in partnership with SQA.

**Specialist single centre and specialist collaborative devised HNCs and HNDs** are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.