

# apprenticeship FRAMEWORK

## Print and Printed Packaging

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

Issue date: 18 June 2013

Published By

Proskills

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:

Issued



# Print and Printed Packaging

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# Framework information

## Information on the Issuing Authority for this framework:

### Proskills

The Apprenticeship sector for occupations in printing, mineral extraction and processing, health and safety and process and manufacturing of furniture, glass, ceramics, coatings and paper (also includes glazing, building products, wood and mining).

Issue number: [8]	<b>This framework includes:</b>
Framework ID: [FR02249]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [31/10/2013]	<b>This framework is for use in: Wales</b>

### Short description

The Print & Printed Packaging framework provides work based training for young people and adults to undertake key manufacturing, craft and technical roles in the Print industry.

The framework contains details of the vocational qualifications, knowledge based technical qualifications, essential skills Wales (Communication and Application of Number) and employee rights and responsibilities that are required for an Apprenticeship in the Print and Printed Packaging Industry.

Apprentices undertake training both on and off-the-job at their workplace and some training can also be undertaken away from the workplace, delivered by a local training provider or a further education college.

At both Level 2 and 3, Apprentices can choose from a range of pathways including Digital Print Production, Machine Printing, Print Finishing and Print Administration. On average, the Level 2 Foundation Apprenticeship in Print & Printed Packaging takes 12-18 months to complete and the Level 3 Apprenticeship takes 24-36 months to complete.

# Contact information

## Proposer of this framework

Proskills worked with the following organisations to develop this framework; De La Rue Plc, Artisan Ltd, Blackmores, Fry Thomas Holdings, Commercial Facilities and Logistics, Oxford University Press, BPIF, Berkshire Labels, Trinity Mirror Printing, Oce UK, TJ International, Target Print, Pindar, Wardle Storeys, Quay Media Solutions, Webmart, and Polestar. These employers and members of trade organisations have an aging workforce and are seeking ways of attracting good quality new entrants, who will make a career in the sector. The structure that an apprenticeship framework provides will enable these sectors to meet those needs. This framework is published by Proskills UK on a non-statutory basis prior to the designation of Issuing Authorities for Wales

## Developer of this framework

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Your email address: [apprenticeships@proskills.co.uk]

# Revising a framework

## Why this framework is being revised

[Updated contact details]

## Summary of changes made to this framework

[no information]

## Qualifications removed

[no information]

## Qualifications added

[no information]

## Qualifications that have been extended

[no information]

# Purpose of this framework

## Summary of the purpose of the framework

The UK Printing industry is a vibrant and essential part of the UK economy, serving all parts of the business and consumer markets such as central and local government, financial services, retailing, distribution, travel and tourism and the manufacturing industry. The industry produces a wide and varied spectrum of products ranging from the obvious – newspapers, books and magazines to the less obvious – money, passports, signage and printed packaging. The diversity of its products and fragmented nature of its markets is reflected in the structure of this industry.

The Printing industry is among the country's largest manufacturing sectors and manufacturing is a key sector in the Welsh economy. The Printing industry comprises just over 27,000 UK workplaces, employing around 162,000 employees. Over 95% of the industry employs fewer than 50 employees; around 85 employing less than 10.

The Printing industry has a long history of Apprenticeships and the frameworks have developed over time to cater for the rapid changes in both products and technology. The industry continues to be very fast moving and increasingly relies on new, cutting edge technologies. In such an environment it is essential to have new people entering the industry who have a good understanding of current computer based technologies. It is equally important to upskill those already in the industry so that they have the skills and knowledge necessary to respond, and adapt, to the changes in consumer demands, competition and advances in technical processes.

The Printing industry is changing, with greater emphasis now put on embellishing the manufacturing process with added-value services such as design and multimedia. Companies that can adapt to these requirements are likely to be more successful in the future. The industry continues to pursue improved process controls and efficiencies to boost productivity across the range of manufacturing activities and services and continues to adopt new technologies to help achieve this.

Proskills works with employers from the Printing Industry to help businesses improve their productivity and competitiveness through skills training. Extensive research and comprehensive employer consultation has identified a need to upskill current and future workforces to enable businesses in this industry to address the challenges they currently face. In particular as the current economic climate forces many businesses to make staff cut backs, there is an increasing need for the remaining workforce to multi-skill. Currently 44% of employers in Wales train their employees and 21% agreed that the need to increase workforce skills will continue to be a key factor in the coming years. Proskills will continue to work with employers across Wales to ensure that the right skills platform is in place and the

right framework exists to support skills investment.

**Skills training is required to help Printing businesses address the following:**

- To meet skills shortages - particularly prevalent among front line staff, technical staff as well as at managerial and supervisory level.
- The need to meet constantly changing consumer demands and preferences
- To support legislation compliance on Health and Safety as well as Environmental Management
- To improve efficiencies by tightening up processes to tackle the issue of rising energy costs and the need for more energy-efficient machinery and processes.
- To drive business performance improvements to increase national and global competitiveness.
- To keep up with technological advances.
- To improve current low capacity utilisation which in turn means declining profitability, driven primarily by the acquisition of new technologies without adequate adaptation of business planning to their higher capacities.

This framework provides a structure that will ensure that training and assessment is carried out systematically and will help meet the needs of the Printing industry. Essentially, this is a sound knowledge and understanding of the complexities of the manufacturing processes, underpinned by the relevant skills and principles.

The competency outcomes described at both Level 2 and 3 will give Apprentices a range of pertinent skills, whilst the underpinning knowledge will ensure that Apprentices understand basic and complex Printing industry principles and processes. The mix of competencies and job knowledge will engender the notion of best practice, health and safety and innovation.

The Apprenticeship framework for Printing and Printed Packaging is designed with a changing and more competitive world in mind – it is about providing the best possible preparation for achieving skilled occupational status, for both young and older workers, within an industry that is ever changing and increasingly demanding.

For more information about the Printing Industry, please visit [www.advice-resources.co.uk](http://www.advice-resources.co.uk)

This report outlines information on careers available, new emerging jobs, transferability of skills career paths and opportunities for progression. There is information on pay scales, how to enter the industry and what qualifications are available. The report also shows trends in the industry, where there are current skills gaps and the future of the industry in terms of its



green agenda and future job requirements.

## **Aims and objectives of this framework (Wales)**

The aim of this framework is to continue to meet the current skills gaps and changing skills needs of employers in the Print Industry by attracting new recruits from a range of diverse backgrounds and to upskill the existing workforce to ensure that they have the required skills, knowledge and experience to help businesses to remain competitive, profitable and responsive to change.

### **The objectives of this framework are:**

1. To contribute to the tackling of the intermediate skills gaps in Wales, by expanding our Print Apprenticeship numbers to create a modern class of technicians, whilst at the same time retaining traditional handcrafted skills. Apprentices will have transferable skills, gained as a result of both academic study and practical on-the-job experience.
2. To attract new recruits into the Print Industry from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented group (females, ethnic minorities and those with a disability) It also aims to meet the specific challenges of an ageing workforce.
3. To provide opportunities for existing staff in the Print industry to upskill to equip them with the necessary skills and knowledge to face the many challenges facing the industry and that they can respond effectively to the changes in developing new products, new markets, technological advances and legal and environmental requirements.
4. To provide quality, sector specific skills development for those who wish to attain the highest possible standards within their chosen occupational area and provide progression opportunities to facilitate them working to their greatest potential.
5. To provide career progression into employment at higher levels within the Print industry or, for those who wish to pursue additional learning, in a Further or Higher Education arena.

# Entry conditions for this framework

The selection process for all Print employers is likely to include an interview to ensure that potential Apprentices have selected the right framework to meet both their needs and those of the employer. This process provides an opportunity for employers and Apprentice applicants to consider, discuss and assess an individual's prior learning and experience. An employer can then identify where this may be suitable as an appropriate foundation for undertaking the selected Apprenticeship and the individual's potential to successfully complete the framework. Where appropriate, they can also use this initial interview process as a way of tailoring the programme to meet individual learning and support needs.

Apprenticeship applicants are welcomed from a range of diverse backgrounds and it is anticipated that they may have a range of differing experiences, achievements and/or qualifications. The demonstration of relevant, transferable prior learning will form an important part of any employer's Apprentice selection process. There is a possibility that much of the evidence presented for previous achievements and/or qualifications can be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfers, where this is possible.

**Examples of requirements that will be considered as a suitable basis for entry to the framework include:**

- Previous work experience or employment, supported by a portfolio of evidence **or**
- Voluntary or community based work **or**
- Proof of completion of non-accredited courses **or**
- Achievement of Awards, Certificates or Diplomas in a related industry such as Manufacturing, Engineering, Construction or Creative industries **or**
- Achievement of a 14-19 Diploma in Manufacturing & Product Design or Construction & the Built Environment or Creative and Media **or**
- Welsh Baccalaureate - Foundation, Intermediate or Advanced Diploma **or**
- GCSEs: Typically, 4 GCSEs D - F for a Level 2 Apprentice and A\* - C for a Level 3. These should include English and Maths.

Literacy and numeracy skills are highly desirable, and this Print Apprenticeship framework does facilitate the development of these skills and learning support can be tailored to provide Apprentices with the individual assistance they require. Employers are especially interested in applicants who can demonstrate a positive, "can do" attitude with a willingness to work hard and develop new skills and knowledge.

Work in the Print industry varies greatly according to the employer's business. There are a variety of jobs on offer but they are all split into 3 main areas; **pre-press, printing and finishing**.

Pre-press tends to be mainly computer and office based and both printing and finishing are highly practical and skilled areas of work. In all areas you must have an eye for detail and complete work to the highest standards. Companies of all types and sizes across the country rely on their printed products to "sell" their products and services. Poorly printed products have a direct effect on their business, therefore your role in the printing industry is crucial!

Some processes are automated and others are carried out by hand. Apprentices should be aware that, for many of the job roles within the Print industry, they may be required to work in a factory based environment and overtime, shift work and weekend working may be required by some employers.

The range of job roles available is very varied and ranges from entry level machine assistant, trainee operator, trainee bookbinder, carton manufacturer and design or reprographic assistant to experienced machine printer, pre-press operator or graphic designer. For entry level jobs, experience is not always required although some time spent in a production job would be beneficial.

Other opportunities exist in technical fields such as packaging technologists, web publication designers and desk top publishing editors and related qualifications or experience of working with these technologies in other sectors would be an advantage.

The Print sector has experienced many changes in working practices with the introduction of new, cutting edge technologies. Many processes are now controlled and monitored by sophisticated technology systems and involve both basic and complex manufacturing processes.

# Level 2

Title for this framework at level 2

## Foundation Apprenticeship in Print and Printed Packaging

Pathways for the framework at level 2:

- Pathway 1: Pre-Press
- Pathway 2: Machine Printing
- Pathway 3: Print Finishing
- Pathway 4: Print Administration
- Pathway 5: Reprographics

# Level 2, Pathway 1: Pre-Press

## Description of this pathway

Pre-Press

Total minimum credit value for this pathway: 43 credits:

- 19 for competence;
- 12 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway.

Job title(s)	Job role(s)
Scanning Technician	Operates computerised equipment for scanning, colour separation and correction, making, creative design and other processes to transfer copy to film for plate or cylinder production.
Proofing Technician	Compares printers' proof with original manuscript and marks errors for correction.
Pre-Press Technician/Plate Maker	Sets and composes type and graphics into a format for printing or other visual media.
Desk Top Publisher	Prepares and assembles the layout for magazines and other publications using desktop publishing software.
Graphic/Print Designer	Creates and executes illustrations and designs for books, magazines, advertising, packaging or other purposes.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 NVQ Certificate in Pre-Press for Print

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0608/0	GQA	19	119-155	N/A

### C2 – Level 2 NVQ Certificate in Pre-Press for Print

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/2126/3	City & Guilds	19	118-155	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Award in Printing and Graphic Communications

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1930/X	City & Guilds	12	93-98	N/A

### K2 – Level 2 Certificate in Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/2755/1	GQA	20	138-149	N/A

## Combined qualifications available to this pathway

N/A

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### Relationship between competence and knowledge qualifications

[K1 or K2 provides the underpinning knowledge and understanding for C1 or C2.

**COMPETENCE:** Candidates must achieve 1 of the competency qualifications. Candidates must achieve a minimum of **19 credits**. This structure consists of a Mandatory group of units and 3 pathways. Candidates must achieve all credits within the mandatory units and additionally the required credits from 1 of the 3 pathways (Digital Printing, Pre Press, Digital Artwork).

#### **KNOWLEDGE:**

**Level 2 Award in Printing and Graphic Communications:** Candidates must achieve a total of **12 credits**. 4 credits from mandatory group and 8 credits from pathway P1 (Pre-Press).

**Level 2 Certificate in Understanding the Print Working Environment:** Candidates must achieve a total of **20 credits** from the 2 mandatory units and also Pathway C (Pre-Press). ]



# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES**  **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Print and Printed Packaging Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Bacculaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework.

GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Print sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Bacculaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some entry level jobs in the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Pre-Press and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Print and Printed Packaging industry - "horizontal progression"
- Progressing into higher level jobs within the Print and Printed Packaging industry such as Lead Printer, Production Supervisor or into other functional areas such as design, research and developing product ranges and production methods, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Print and Printed Packaging.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Print and Printed Packaging

Industry by visiting: [www.prospect4u.co.uk/](http://www.prospect4u.co.uk/)

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**UCAS points for this pathway:**

[

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# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation

and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships).

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

*Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries*

*Unit Ref: F/602/3940*

*Credit Value: 3*

*GLH: 18*

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 2, Pathway 2: Machine Printing

## Description of this pathway

Machine Printing

Total minimum credit value for this pathway: 56 credits:

- 32 for competence;
- 12 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements for this pathway.

Job title(s)	Job role(s)
Machine Printer	Contribute to the preparation and set up of equipment and safely operate presses and machines to produce items such as books, magazines, newspapers, packaging materials, posters, leaflets etc. Undertake quality checks to ensure conformance to correct specification.



# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 NVQ Certificate in Machine Printing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0600/6	GQA	32	209-243	N/A

### C2 – Level 2 NVQ Certificate in Machine Printing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/2125/1	City & Guilds	32	209-241	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Award in Printing and Graphic Communications

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1930/X	City & Guilds	12	93-98	N/A

### K2 – Level 2 Certificate in Understanding the Print Working Environment:

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/2755/1	GQA	20	138-149	N/A

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 or K2 provides the underpinning knowledge and understanding for C1 or C2.

**COMPETENCE:** Candidates must achieve 1 of the competency qualifications. Candidates must achieve a minimum of **32 credits**. Candidates are required to achieve all credits within the mandatory group and additionally a minimum of 7 credits from the Optional Units.

Assessment of the qualification can take place in a number of contexts including: Lithography (Sheet-fed) Printing, Lithography (Web-fed) Printing, Flexography Printing, Gravure Printing and Screen Printing and this will be reflected on the Qualification Certificate.

#### **KNOWLEDGE:**

**Level 2 Award in Printing and Graphic Communications:** Candidates must achieve a total of **12 credits**. 4 credits from mandatory group and 8 credits from pathway P3 (Machine Printing).

**Level 2 Certificate in Understanding the Print Working Environment:** Candidates must achieve a minimum of **20 credits** from the 2 mandatory units and also Pathway C (Machine Printing).

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**     **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Print and Printed Packaging Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Bacculaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework.

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Some entry level jobs in the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Machine Printing and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Print and Printed Packaging industry - "horizontal progression"
- Progressing into higher level jobs within the Print and Printed Packaging industry such as Lead Printer, Production supervisor or into other functional areas such as design, research and developing product ranges and production methods, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Print and Printed Packaging.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Print and Printed Packaging

Industry by visiting: [www.prospect4u.co.uk/](http://www.prospect4u.co.uk/)

**UCAS points for this pathway:**

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

*Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries*

*Unit Ref: F/602/3940*

*Credit Value: 3*

*GLH: 18*

**NOTE: QCF units for ERR are also available from other Awarding Organisations**



# Level 2, Pathway 3: Print Finishing

## Description of this pathway

Print Finishing

Total minimum credit value for this pathway: 42 credits:

- 18 for competence;
- 12 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements for this pathway.

Job title(s)	Job role(s)
Guillotine Operator	Operates machine that cuts paper and similar material to specified dimensions.
Folding Machine Operator	Sets and operates machine which folds paper to make paper products.
Binding Machine Operator	Binds printed materials together to make books, collections of documents and series of periodicals. Binds them into covers and performs finishing operations

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 NVQ Certificate in Print Finishing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0599/3	GQA	18	116-145	N/A

### C2 – Level 2 NVQ Certificate in Print Finishing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/2127/5	City & Guilds	18	114-142	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Award in Printing and Graphic Communications

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1930/X	City & Guilds	12	93-98	N/A

### K2 – Level 2 Certificate in Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/2755/1	GQA	20	138-149	N/A

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 or C2.

**COMPETENCE:** Candidates must achieve 1 of the competency qualifications. Candidates must achieve a minimum of **18 credits**. There are 2 Pathways within this structure, '**General Print**' and '**Newspapers and Periodicals**'. Candidates are required to achieve all credits within the mandatory group and then the stated credits from 1 pathway.

#### **KNOWLEDGE:**

**Level 2 Award in Printing and Graphic Communications:** Candidates must achieve a total of **12 credits**. 4 credits from mandatory group and 8 credits from pathway P4 (Mechanised Print Finishing & Binding).

**Level 2 Certificate in Understanding the Print Working Environment:** Candidates must achieve a minimum of **20 credits** from the 2 mandatory units and also Pathway D (Print Finishing)

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**        **NO**

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**     **NO**

# Progression routes into and from this pathway

There are no pre-defined routes of entry into the Print and Printed Packaging Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh BaccaLaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework.

GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Print sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh BaccaLaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some entry level jobs in the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## **PROGRESSION FROM THIS PATHWAY INCLUDES:**

- Continuing to develop your craft and technical skills and experience in Print Finishing and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the

## Print and Printed Packaging industry - "horizontal progression"

- Progressing into higher level jobs within the Print and Printed Packaging industry such as Lead Printer, Production Supervisor or into other functional areas such as design, research and developing product ranges and production methods, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Print and Printed Packaging.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

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Industry by visiting: [www.prospect4u.co.uk/](http://www.prospect4u.co.uk/)

## UCAS points for this pathway:



# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeship](http://www.proskills.co.uk/qualifications/apprenticeship)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

*Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries*

*Unit Ref: F/602/3940*

*Credit Value: 3*

*GLH: 18*

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 2, Pathway 4: Print Administration

## Description of this pathway

Print Administration

Total minimum credit value for this pathway: 52 credits:

- 28 for competence;
- 12 knowledge (including 3 for ERR)
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Print Administrator/Print Admin Assistant/Print Office Clerk	<p>Depending on size of organisation, can be involved in many different print production tasks (costing, estimating, production control).</p> <p>Manage multiple print orders, ensuring print machinery continuously in use. May be involved in QC &amp; work closely with Estimators.</p>

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 NVQ Certificate in Print Administration

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/1743/0	GQA	28	188-195	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Award In Knowledge of the Print Administration Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3245/5	GQA	12	82	N/A

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

#### **COMPETENCE:**

Candidates must achieve 25 credits from the 7 mandatory units and a minimum 3 credits from optional units.

#### **KNOWLEDGE:**

Candidates must achieve all 3 mandatory units - 12 credits.

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**       **NO**



# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Print and Printed Packaging Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework.

GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Print sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some entry level jobs in the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Print Administration and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available

and/or offered.

- Broadening and developing your skill base by progression into other job roles within the Print and Printed Packaging industry - "horizontal progression"
- Progressing into higher level jobs within the Print and Printed Packaging industry such as Senior Print Administrator, Office Supervisor/Manager, Senior Print Estimator, Production Co-ordinator or into other functional areas such as design, research and developing product ranges and production methods, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Print and Printed Packaging.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

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**UCAS points for this pathway:**

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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[www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 2, Pathway 5: Reprographics

## Description of this pathway

Reprographics

Total minimum credit value for this pathway: 55 credits:

- 31 for competence;
- 12 knowledge (including 3 credits for ERR);
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Reprographic Operative	Reproduces, reprints or copies graphic material especially by mechanical, photographic or electronic means.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 2 Certificate in Reprographics

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/6836/X	GQA	31	187	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 2 Certificate in Understanding the Print Working Environment (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/2755/1	GQA	20	138	N/A

### K2 – Level 2 Award in Knowledge of the Print Administration Working Environment (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3245/5	GQA	12	82	N/A

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 or K2 provides relevant underpinning knowledge for C1. If apprentices are working within a print administration environment they must complete K2, for apprentices working in other areas of the industry they must complete K1.

C1: There are 4 mandatory units in Group A and 19 optional units in Group B. Candidates must achieve all 15 credits from Group A and a minimum of 16 credits from Group B. The minimum credit value of the qualification is 31 credits.

K1: There are 2 mandatory units totalling 9 credits that must be achieved. Learners must then achieve the required credits from one of the five pathways.

K2: This qualification is made up of 3 mandatory units with a total credit value of 12



# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**     **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Print and Printed Packaging Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework.

GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Print sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some entry level jobs in the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Print Administration and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.

- Broadening and developing your skill base by progression into other job roles within the Print and Printed Packaging industry - "horizontal progression"
- Progressing into higher level jobs within the Print and Printed Packaging industry such as Senior Print Administrator, Office Supervisor/Manager, Senior Print Estimator, Production Co-ordinator or into other functional areas such as design, research and developing product ranges and production methods, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Print and Printed Packaging.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Print and Printed Packaging Industry by visiting: [www.prospect4u.co.uk](http://www.prospect4u.co.uk)

### UCAS points for this pathway:

Framework Developer to complete with relevant info

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. This is a QCF unit which is included within the knowledge qualification. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from:

[www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards successful achievement will automatically be demonstrated and evidenced at certification by the apprentice's achievement of the appropriate GQA knowledge qualification, supported by documentary evidence which could be in the form of a completed ERR workbook.

Time spent on ERR contributes towards meeting the minimum requirement of 280 Guided Learning Hours (GLH) per year for this pathway.

# Level 3

Title for this framework at level 3

## Apprenticeship in Print and Printed Packaging

Pathways for the framework at level 3:

- Pathway 1: Digital Pre-Press
- Pathway 2: Machine Printing
- Pathway 3: Print Finishing
- Pathway 4: Print Administration and Management
- Pathway 5: Carton Manufacture

# Level 3, Pathway 1: Digital Pre-Press

## Description of this pathway

Digital Pre-Press

Total minimum credit value for this pathway: 63 credits:

- 37 for competence;
- 14 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements for this pathway.



Job title(s)	Job role(s)
Experienced Scanning Technician	Operates computerised equipment for scanning, colour separation and correction, masking, creative design and other processes to transfer copy to film for plate or cylinder production. Plan work to meet production requirements and possible supervision of staff.
Experienced Proofing Technician	Compares printers' proof with original manuscript and marks errors for correction. Plan work to meet production requirements and possible supervision of staff.
Experienced Pre-Press Technician/Plate Maker	Sets and composes type and graphics into a format for printing or other visual media. Plan work to meet production requirements and possible supervision of staff.
Experienced Desk Top Publisher	Prepares and assembles the layout for magazines and other publications using desktop publishing software. Plan work to meet production requirements and possible supervision of staff.
Experienced Graphic/Print Designer	Creates and executes illustrations and designs for books, magazines, advertising, packaging or other purposes. Plan work to meet production requirements and possible supervision of staff.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 NVQ Diploma in Digital Pre-Press for Print

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0609/2	GQA	37	157-195	X

### C2 – Level 3 NVQ Diploma in Digital Pre-Press for Print

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/2128/7	City & Guilds	37	151-195	X

## Knowledge qualifications available to this pathway

### K1 – Level 3 Certificate in Printing and Graphic Communications

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1931/1	City & Guilds	14	107-114	X

### K2 – Level 3 Certificate In Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3252/2	GQA	19	89-104	X

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 **or** K2 provides the underpinning knowledge and understanding for C1 or C2.

**COMPETENCE:** Candidates must achieve 1 of the competency qualifications.

Candidates must achieve a minimum of **37 credits**. This structure consists of a mandatory group of units and 2 pathways. Candidates must achieve all credits within the mandatory units and additionally the required credits from one of the two pathways (Digital Printing, Digital Artwork)

**KNOWLEDGE:** Candidates must achieve 1 of the knowledge qualifications.

**Level 3 Certificate in Printing and Graphic Communications:** Candidates must achieve 14 credits. 4 credits from mandatory group and 10 credits from pathway P1 (Pre-Press).

**Level 3 Certificate In Understanding the Print Working Environment:** Candidates must achieve the 3 mandatory units with a total of 10 credits and must also achieve the mandatory 4 credits plus 5 credits from the optional units in Pathway B (Print).

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**   YES      NO  

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**   YES      NO

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**    **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Print and Printed Packaging would be considered suitable for progression to an Apprenticeship at Level 3. A Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Print manufacturing sector. In addition, the Construction and Built Environment Diplomas also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some career pathways within the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills can all help your chances. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in Digital Pre-Press and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.

- Broadening and developing your skill base by progression into other job roles within the Print industry - "horizontal progression"
- Undertaking the Level 4 Print Leadership qualification.
- Progressing to a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or Creative and Media.
- Progressing into higher level jobs within the Print industry such as Shift Manager/Department Manager.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Science or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Print and Printed Packaging

Industry by visiting: [www.prospect4u.co.uk/](http://www.prospect4u.co.uk/)

### UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.



As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from:

[www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

*Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries*

*Unit Ref: F/602/3940*

*Credit Value: 3*

*GLH: 18*

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 3, Pathway 2: Machine Printing

## Description of this pathway

Machine Printing

Total minimum credit value for this pathway: 63 credits:

- 37 for competence;
- 14 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements for this pathway.

Job title(s)	Job role(s)
Lead/Experienced Machine Printer	Prepare, set up & safely operate presses & machines to produce books, magazines, newspapers, packaging materials, posters & leaflets. Quality checks to ensure conformance to correct specification. Plan work to meet production requirements, possible supervision of staff and some machine maintenance.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 NVQ Diploma in Machine Printing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0607/9	GQA	37	176-203	X

### C2 – Level 3 Diploma in Machine Printing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/2130/5	City & Guilds	37	160-187	X

## Knowledge qualifications available to this pathway

### K1 – Level 3 Certificate in Printing and Graphic Communications

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1931/1	City & Guilds	14	107-114	X

### K2 – Level 3 Certificate In Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3252/2	GQA	19	89-104	X

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 **or** K2 provides the underpinning knowledge and understanding for C1 **or** C2.

**COMPETENCE:** Candidates must achieve 1 of the competency qualifications.

Candidates must achieve a minimum of **37 credits**. Candidates are required to achieve all credits within the mandatory group and additionally a minimum of 6 credits from the Optional Units. Assessment of the qualification can take place in a number of contexts including: Lithography (Sheet-fed) Printing, Lithography (Web-fed) Printing, Flexography Printing, Gravure Printing and Screen Printing and this will be reflected on the Qualification Certificate.

**KNOWLEDGE:** Candidates must achieve 1 of the knowledge qualifications.

**Level 3 Certificate in Printing and Graphic Communications:** Candidates must achieve 14 credits. 4 credits from mandatory group M, 5 credits from mandatory group PM and a minimum of 5 credits from optional group P3 (Machine Printing).

**Level 3 Certificate In Understanding the Print Working Environment:** Candidates must achieve the 3 mandatory units with a total of 10 credits and must also achieve the mandatory 4 credits plus 5 credits from the optional units in Pathway B (Print).

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**        **NO**

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**    **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Print and Printed Packaging would be considered suitable for progression to an Apprenticeship at Level 3. A Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Print manufacturing sector. In addition, the Construction and Built Environment Diplomas also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Bacalaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some career pathways within the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills can all help your chances. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway

## PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in Machine Printing and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Print industry - "horizontal progression"



- Undertaking the Level 4 Print Leadership qualification.
- Progressing to a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or Creative and Media.
- Progressing into higher level jobs within the Print industry such as Shift Manager/Department Manager.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Science or Business Studies. Entry may require additional training/learning.

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Industry by visiting: [www.prospect4u.co.uk/](http://www.prospect4u.co.uk/)

### UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from:

[www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

*Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries*

*Unit Ref: F/602/3940*

*Credit Value: 3*

*GLH: 18*

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 3, Pathway 3: Print Finishing

## Description of this pathway

Print Finishing

Total minimum credit value for this pathway: 57 credits:

- 31 for competence;
- 14 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements for this pathway.

Job title(s)	Job role(s)
Experienced Guillotine Operator	Operates machine that cuts paper and similar material to specified dimensions. Plan work to meet production requirements and possible supervision of staff.
Experienced Folding Machine Operator	Sets and operates machine which folds paper to make paper products. Plan work to meet production requirements and possible supervision of staff.
Experienced Binding Machine Operator	Binds printed materials together to make books, collections of documents and series of periodicals. Binds them into covers and performs finishing operations. Plan work to meet production requirements and possible supervision of staff.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 NVQ Certificate in Print Finishing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/0523/3	GQA	31	141-169	X

### C2 – Level 3 NVQ Certificate in Print Finishing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/2129/9	City & Guilds	31	122-150	X

## Knowledge qualifications available to this pathway

### K1 – Level 3 Certificate in Printing and Graphic Communications

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1931/1	City & Guilds	14	107-114	X

### K2 – Level 3 Certificate In Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3252/2	GQA	19	89-104	X

## Combined qualifications available to this pathway

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N/A

### Relationship between competence and knowledge qualifications

K1 **or** K2 provides the underpinning knowledge and understanding for C1 **or** C2.

**COMPETENCE:** Candidates must achieve 1 of the competency qualifications.

Candidates must achieve a minimum of **31 credits**. There are 2 pathways within this structure, candidates are required to achieve all credits within the mandatory group and then the stated credits from 1 pathway.

**KNOWLEDGE:** Candidates must achieve 1 of the knowledge qualifications.

**Level 3 Certificate in Printing and Graphic Communications:** Candidates must achieve 14 credits. 4 credits from mandatory group and 10 credits from pathway P4 (Print Finishing & Binding).

**Level 3 Certificate In Understanding the Print Working Environment:** Candidates must achieve the 3 mandatory units with a total of 10 credits and must also achieve the mandatory 4 credits plus 5 credits from the optional units in Pathway B (Print).

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO



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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**     **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Print and Printed Packaging would be considered suitable for progression to an Apprenticeship at Level 3. A Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Print manufacturing sector. In addition, the Construction and Built Environment Diplomas also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Baccaalaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some career pathways within the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills can all help your chances. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in Print Finishing and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Print industry - "horizontal progression"

- Undertaking the Level 4 Print Leadership qualification.
- Progressing to a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or Creative and Media.
- Progressing into higher level jobs within the Print industry such as Shift Manager/Department Manager.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Science or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Print and Printed Packaging

Industry by visiting: [www.prospect4u.co.uk/](http://www.prospect4u.co.uk/)

### UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Print & Printed Packaging Industry is available to download from:

[www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

*Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries*

*Unit Ref: F/602/3940*

*Credit Value: 3*

*GLH: 18*

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 3, Pathway 4: Print Administration and Management

## Description of this pathway

Print Administration and Management

Total minimum credit value for this pathway: 76 credits:

- 45 for competence;
- 19 knowledge (including 3 for ERR);
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Senior Print Administrator	Prepare quotes for new print orders. Direct contact with customers and develop new printing orders. Develop work plans for most efficient use of printing machinery & staff. Staff supervision. Check all work completed within set budgets. Keep everyone informed of jobs and work schedules.
Office Supervisor/Manager	Work directly with business managers and company directors. Check and proof print output. Work with photo libraries. Organise and brief graphic designers and illustrators. Negotiate with external businesses – (product supplies). Set budgets for Print Administrators.
Print Estimator	Estimates labour and material costs based on specifications outlined by customers to arrive at a cost effective and competitive price, frequently using estimating software. May have to close sales and deal with customer queries on price.
Print Estimator	Estimates labour and material costs based on specifications outlined by customers to arrive at a cost effective and competitive price, frequently using estimating software. May have to close sales and deal with customer queries on price.
Print Accounts/Customer Services Manager	Main point of contact for business customers. Work with customer accounts, assist in all activities connected with providing quality service to all. Build new accounts/develop new business. Work closely with relevant depts to ensure orders completed on time & customer requirements fully met.
Print Production Co-ordinator/Print Supervisor/Manager	Control, organise & monitor flow of printed material. Oversee work of staff, monitor quality of the print & ensure deadlines are met. Liaise with other depts/deal with customers. Manage/approve print production schedules, print specs & internal budgets. Oversee bids, quotes & purchase orders.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 NVQ Diploma in Print Administration

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/2808/7	GQA	45	226-304	X

## Knowledge qualifications available to this pathway

### K1 – Level 3 Certificate In Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3252/2	GQA	19	89-104	



## Combined qualifications available to this pathway

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N/A

## Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

### COMPETENCE:

This qualification has a group of mandatory units, a group of optional units and then 3 pathways to select from. There are 7 mandatory units with a total credit value of 26. Learners must then achieve a minimum 14 credits from the group of optional units. Learners must then also choose one of the 3 pathways (**Costing & Estimating, Production Co-ordinator or Customer Services**) and achieve the minimum credits required.

### KNOWLEDGE:

Candidates must achieve the 3 mandatory units plus the units in Print Administration pathway.

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?** YES  NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?** YES  NO

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**     **NO**

# Progression routes into and from this pathway

## **PROGRESSION INTO THIS PATHWAY:**

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Print and Printed Packaging would be considered suitable for progression to an Apprenticeship at Level 3. A Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Print manufacturing sector. In addition, the Construction and Built Environment Diplomas also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Bacculaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some career pathways within the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills can all help your chances. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## **PROGRESSION FROM THIS PATHWAY INCLUDE:**

- Continuing to develop your technical skills and experience in Print Administration and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Print industry - "horizontal progression"

- Undertaking the Level 4 Print Leadership qualification.
- Progressing to a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or Creative and Media.
- Progressing into higher level jobs within the Print industry such as Print Administration Manager, Shift Manager/Department Manager.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Science or Business Studies. **Entry may require additional training/learning.**

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Industry by visiting: [www.prospect4u.co.uk](http://www.prospect4u.co.uk)

### UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

**It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.**

**The 9 required national outcomes/standards for ERR are that an Apprentice:**

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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[www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: [www.proskills.co.uk/qualifications/apprenticeships](http://www.proskills.co.uk/qualifications/apprenticeships)

PLEASE NOTE THAT ANY LEARNER UNDERTAKING A GQA KNOWLEDGE QUALIFICATION WILL BE REQUIRED TO ACHIEVE A MANDATORY QCF UNIT ON ERR AND THEREFORE SUCCESSFUL ACHIEVEMENT OF ERR WILL AUTOMATICALLY BE DEMONSTRATED AND EVIDENCED AT CERTIFICATION BY THE APPRENTICE'S ACHIEVEMENT OF THE APPROPRIATE GQA KNOWLEDGE QUALIFICATION, SUPPORTED BY DOCUMENTARY EVIDENCE WHICH COULD BE IN THE FORM OF A COMPLETED ERR WORKBOOK.

**Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.**

*Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:*

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

**NOTE: QCF units for ERR are also available from other Awarding Organisations**

# Level 3, Pathway 5: Carton Manufacture

## Description of this pathway

Carton Manufacture

Total minimum credit value for this pathway: 61 credits:

- 33 for competence;
- 14 knowledge;
- 12 for ESW Communication and Application of Number

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway.



Job title(s)	Job role(s)
Carton Designer	Responsible for designing cartons using CAD software and samples.
Carton Machine Operative	Responsible for managing machines to cut/crease or glue/fold cartons.
Die/Tool Maker	Responsible for producing die formes and stripping tools for use in carton manufacture.

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 NVQ Certificate in Carton Manufacture (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/5452/9	GQA	33	134	N/A

## Knowledge qualifications available to this pathway

### K1 – Level 3 Certificate In Printing and Graphic Communications (QCF)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1931/1	City & Guilds	14	107	N/A

### K2 – Level 3 Certificate in Understanding the Print Working Environment

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3253/2	GQA	19	89	X

## Combined qualifications available to this pathway

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N/A

## Relationship between competence and knowledge qualifications

K1 or K2 provides the underpinning knowledge and understanding for C1

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**        **NO**

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If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?    **YES**       **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Print sector careers are widely available and all provide a good basis for entry to this pathway. GCSEs and A Levels also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Print sector employers, along with English, Mathematics, IT and Business Studies.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Print and Printed Packaging would be considered suitable for progression to an Apprenticeship at Level 3. A Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Print manufacturing sector. In addition, the Construction and Built Environment Diplomas also provides an excellent platform for individuals interested in progression into the Print industry. The principal learning from these qualifications has been incorporated into the Welsh Bacculaureate and could form a suitable route.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Some career pathways within the Print industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills can all help your chances. Many skills can be developed while you are employed if you have the right attitude. Previous work experience in the Print industry, or a related discipline, is also a valuable foundation for entry into this pathway.

## PROGRESSION FROM THIS PATHWAY INCLUDE:

- Continuing to develop your technical skills and experience in Print Administration and strive to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Print industry - "horizontal progression"

- 
- Undertaking the Level 4 Print Leadership qualification.
  - Progressing to a related Engineering Apprenticeship.

### UCAS points for this pathway:

*(no information)*

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice: 1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.

2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.

3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.

4. Knows and understands the role played by their occupation within their organisation and industry.

5. Has an informed view of the types of career pathways that are open to them.

6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.

7. Knows where and how to get information and advice on their industry, occupation, training and career.



8. Can describe and work within their organisation's principles and codes of practice.

9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit. Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and  
Manufacturing Industries Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding  
Organisations

*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

## OVERVIEW

As the Print sector continues to adopt more advanced technologies and product designs, and process controls continue to improve, the need for raising skill levels across the sector will prove necessary to maintain and improve competitiveness. Although there is likely to be a drop in the overall size of the workforce in the process manufacturing sector in the coming decade, industries in the Proskills footprint in Wales will still require over 2,500 extra people in the years up to 2017. There will be a greater demand for individuals with higher level skills.

This Print and Printed Packaging Apprenticeship aims to promote diversity, opportunity and inclusion by offering high-quality learning opportunities. The delivery of the Apprenticeship framework must be in environments that are free from prejudice and discrimination where all learners can contribute fully and feel that their contribution to the industry is valued. There must be no discriminatory practices in the selection and recruitment of Apprentices to this programme. It is available to all people, regardless of age, gender, ethnic origin, religion/belief, sexual orientation or disability, who meet the stated selection criteria.

## ISSUES

A recent Labour Force Survey shows that 71% of the current Print workforce is male and only 9% are under the age of 25. Workers in the Printing industry tend to be full-time and directly employed. Work is often shift based, especially at lower levels. The Print industry operates an open recruitment policy but is currently not attracting, in sufficient numbers, female applicants, those from black and minority ethnic groups or those with a difficulty or disability. The industry recognises that it is not making the most of this pool of untapped talent, which could help the Print industry to meet their current and future skills gaps and shortages.

Another key challenge for the Printing industry is that its current workforce is ageing. 69% of workers are over the age of 35 and there is a particular shortfall of employees aged 16-24.

Effective succession planning needs to start now in order to meet future

gaps in the workforce as older workers leave the industry - attracting younger people into the industry will be key to addressing this issue.

The “**Skills That Work For Wales**” strategy identifies that there is further work to be done to address the needs of young people not in education, employment or training, people with complex needs (such as offenders and ex-offenders) and adults who are unemployed or economically inactive. Modern Apprenticeships continue to be the Welsh Assembly Government’s preferred work based learning route and employers who do not appreciate the business benefits of diversity are missing out on a large pool of talented recruits.

## **BARRIERS**

The reasons for the imbalances in the current make up of the Print industry workforce are largely down to its historical poor image and a misconception that jobs in the Print industry are carried out in dark, dirty, inky and potentially dangerous environments. On the contrary, nowadays the Print industry is very high tech and largely controlled by sophisticated computer technology.

The wide range of challenging and varied career opportunities within the Printing industry are not widely known. It is not currently a career of choice for many first time job seekers or for those considering a career change. This is especially so in the case of young people. However, the Print industry of the 21st Century is very dynamic and progressive and has undergone major changes in its working practices as a result of the introduction of cutting edge technologies and processes. The Printing industry needs to raise awareness of its innovativeness and diversity and to overcome the current misconceptions.

## **ACTIONS**

Entry to a career in the Printing industry is non-exclusive and there are no significant barriers to entry and progression within any of its occupational roles.

As a way of addressing the issue of attracting young people into the industry, Proskills has developed a number of Schools Into Industry Programmes. These are industry-backed programmes designed to educate and engage young people in the world of process manufacturing and to raise awareness of the exciting and challenging career opportunities available within these industries.

**PrintIT!** was the first of the industry-based project for schools and has been running very successfully in England for over 5 years. It is an industry-based project and competition for schools, mapped to the national curriculum and Diplomas. It aims to encourage learners to consider a career path related to the UK printing and paper industries as students plan a print-based campaign and, in the process, gain an understanding of a range of careers available in the modern, high-technology printing and related industries. For more information on PrintIT! please visit: [www.proskills.co.uk/schools-competitions](http://www.proskills.co.uk/schools-competitions)

The schools into industry programmes are currently running very successfully in England and, following a number of pilot schemes, there are plans to make them available to schools in Wales.

The Proskills career website [www.prospect4u.co.uk](http://www.prospect4u.co.uk) has been developed to help raise the profile and set the skills standards and qualifications for the process and manufacturing sector and ensures that the skills system delivers against the current and future needs of the industries it represents. The process and manufacturing sector, which includes Print and Printed Packaging, is full of exciting and rewarding career opportunities and this website helps individuals to find all the information they need about getting started in any of these innovative industries.

Proskills regularly attend regional and national careers fairs and skills events to promote Apprenticeships. This provides an ideal opportunity to actively address equality and diversity issues within all of their industries.

This Print Apprenticeship framework is seen as a vital route to encourage and facilitate a greater diversity of individuals into the industry and a current marketing plan is in place to widely promote Printing Apprenticeships and to increase take-up figures by raising awareness of the opportunities available within this exciting and developing industry.

This framework is also suitable for those already working in the industry and offers an opportunity for individuals to develop and expand their skills and knowledge, facilitate and encourage their progression within the industry and to contribute to workforce retention and succession planning.

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# On and off the job training

## Summary of on- and off-the-job training

### **LEGAL REQUIREMENT**

The Specification of Apprenticeship Standards for Wales (SASW) states that an Apprenticeship framework must specify the **minimum** number of **on-the-job** training hours and the **minimum** number of **off-the-job** training hours an Apprentice must receive to complete the framework and how these are to be evidenced.

An Apprenticeship framework must specify that on-and off-the-job training must either have been received:

Whilst working under an Apprenticeship Agreement;

or

During a qualifying period ending on the date of application for an Apprenticeship Certificate. A qualifying period of five years is recommended, but to meet the needs of their sector, frameworks may set a shorter or longer timescale than five years as the qualifying period.

Within Wales no distinction is made between whether the on-the-job or off-the-job training hours relate to the competencies qualification or the technical knowledge qualification: what is important is that a framework gives both the prospective Apprentice and the employer an accurate indication of the nature of the learning commitment required to complete the framework and become fully competent.

### **All On and Off The Job training should:**

Be planned, reviewed and evaluated jointly between the Apprentice and a tutor, teacher, workplace supervisor or manager and, where relevant, the Apprentice's coach or mentor.

Allow the Apprentice access to support from a tutor, teacher, mentor or manager, as and when required by the Apprentice.

Be completed while working under an Apprenticeship Agreement and delivered during contracted working hours.

Be delivered through one or more of the following methods: individual and group teaching, distance learning, e-learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and guided study.

Be systematically and formally recorded. For example, in a log book or diary, completed attendance records or on an electronic/online recording system, witness testimonies or video recordings.

The **minimum** recommended total learning hours (includes both on and off the job learning) per year for the Level 2 pathways in the Foundation Print and Printed Packaging Industry framework are:

**Pathway 1 Pre-Press:** 465

**Pathway 2 Machine Printing:** 556

**Pathway 3 Print Finishing:** 461

**Pathway 4 Print Administration:** 524

**Pathway 5 Reprgraphics:** 497

*Please note that these totals include both on and off the job learning and that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hour requirements may need to be altered to take account of prior learning, existing qualifications and an individual's experience.*

The **minimum** recommended total learning hours (includes both on and off the job learning) per year for the Level 3 pathways in the Advanced Print and Printed Packaging Industry framework are:

**Pathway 1 Digital Pre-Press:** 570

**Pathway 2 Machine Printing:** 579

**Pathway 3 Print Finishing:** 541

**Pathway 4 Print Administration & Management:** 627

**Pathway 5 Carton Manufacture:** 535

*Please note that these totals include both on and off the job learning and that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hour requirements may need to be altered to take account of prior learning, existing qualifications and an individual's experience.*

## Off-the-job training

### OFF THE JOB TRAINING HOURS

**OFF THE JOB** training is defined as time for learning activities which take place outside of normal work duties. Off-the-job training may include any activity where an Apprentice receives any form of instruction, tuition, assessment or progress reviews. For example, (but not exclusively) private study, coaching, mentoring, e-learning, distance learning or classroom training may count as off-the-job training.

An Apprenticeship framework may specify that off-the-job training undertaken before the Apprentice started their Apprenticeship may count towards the off-the-job training required for the Apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which an Apprenticeship Certificate is to be applied for.

For the **Level 2** Foundation Print and Printed Packaging Framework the **minimum** required amount of off the job training hours for Foundation **Level 2 pathways 1,2 and 3** is: **307 hours**.

For the **Level 2** Foundation Print and Printed Packaging Framework the minimum required amount of off the job training hours for Foundation **Level 2 pathway 4** is: **296 hours**.

For the **Level 2** Foundation Print and Printed Packaging Framework the minimum required amount of off the job training hours for **pathway 5** is: **270 hours**.

For the **Level 3** Print and Printed Packaging Framework the **minimum** required amount of off the job training hours for all Level 3 pathways is: **341 hours**.

### **How this requirement will be met**

**OFF THE JOB** training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for off the job learning may be reduced accordingly. However, the minimum hours required in total for off the job training for this framework must still be able to be verified as part of the certification process.

### **PREVIOUS ATTAINMENT**

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. For example, Principal Learning qualifications. For learners that have previously achieved the relevant qualifications, they must have attained these within **3 years** of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate. This is to ensure the relevance and currency of their previous attainment.

### **PREVIOUS EXPERIENCE**

If a learner enters an Apprenticeship Agreement with previous work-related experience, this prior learning needs to be recognised but, in order to count towards an Apprenticeship certification, it does need to be recorded using the correct procedures. Please contact the appropriate Awarding Body for details of their "Recognition of Prior Learning" procedures. For more information on QCF Guidance on Claiming Credit please visit : [www.qcda.gov.uk/resources/4374.aspx](http://www.qcda.gov.uk/resources/4374.aspx)

For learners with prior uncertificated learning experience, the off the job learning must have been attained within **3 years** of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate. Alternatively, they should have been continuously employed in the relevant job role in the industry for 3 years duration.

### **The OFF THE JOB learning for all the pathways in the Level 2 framework will consist of the following:**

*The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.*

Level 2 Award in Printing & Graphic Communications (93 LH) **Pathways 1-3** or Level 2 Certificate in Understanding the Print Working Environment (138-149 LH) **Pathways 1-3 and 5** or

Level 2 Award in Knowledge of the Print Administration Working Environment (LH 82) **Pathway 4-5**



ERR (18 LH)

Level 1 or Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 1 or Level 2 Communication)\* (60 LH)

Level 1 or Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 1 or Level 2 Application of Number)\* (60 LH)

Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (30 LH)

Mentoring (approx 1 hour per week for the duration of the framework). (40 LH)

Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2 hrs quarterly, dependent on individual support needs) (6 LH)

*\* NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.*

## **EVIDENCE FOR OFF THE JOB LEARNING - LEVEL 2**

Copy of Level 2 Award in Printing and Graphic Communication or Level 2 Certificate in Understanding the Print Working Environment or Level 2 Award in Knowledge of the Print Administration Working Environment.

Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)

Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved.

Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.

Course attendance records for both on-site and off site training/learning interventions (records may be held electronically)

Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.

Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

## **The OFF THE JOB learning for all the pathways in the Level 3 framework will consist of the following:**

*The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to*

*accommodate prior learning, qualifications and experience.*

Level 3 Certificate in Printing and Graphic Communications (107 LH) **Pathways 1-3** or Level 3 Certificate in Understanding the Print Working Environment (89 -104 LH) **Pathways 1-4**

ERR - (18 LH) Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 2 Communication)\* (60 LH)

Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 2 Application of Number)\* (60 LH)

Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (45 LH)

Mentoring (approx 1 hour per week for the duration of the framework) (60 LH)

Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2hrs quarterly, dependent on individual support needs) (9 LH)

*\* NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.*

### **EVIDENCE FOR OFF THE JOB LEARNING - LEVEL 3**

Copy of Level 3 Certificate in Printing and Graphic Communications **or** Level 3 Certificate in Understanding the Print Working Environment (knowledge qualification)

Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)

Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved.

Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.

Course attendance records for both on-site and off site training/learning interventions (records may be held electronically).

Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.

Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

**All Off the Job learning** must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an electronic recording system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, the Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the off the job learning hours **may** be requested when applying for an Apprenticeship Completion Certificate. |

## On-the-job training

**ON THE JOB** training includes workplace activity where skills, knowledge and competencies are being gained and applied in the course of an Apprentice's normal work duties.

For this Print and Printed Packaging framework the annual **minimum** required amount of on the job learning hours are:

### LEVEL 2 Foundation Apprenticeship Pathways:

**Pathway 1 Pre-Press:** For this, an Apprentice will need to complete an annual **minimum** of **158 LH** on the job made up of the Level 2 Certificate in Pre Press for Print (118 - 155 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 2 Machine Printing:** For this, an Apprentice will need to complete an annual **minimum** of **249 LH** on the job made up of the Level 2 Certificate in Machine Printing (209 - 243 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 3 Print Finishing:** For this, an Apprentice will need to complete an annual **minimum** of **154 LH** on the job made up of the Level 2 Certificate in Print Finishing (114 - 145 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 4 Print Administration:** For this, an Apprentice will need to complete an annual minimum of 224 LH on the job made up of the Level 2 Certificate in Print Administration (188 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

**Pathway 5: Reprographics:** For this, an Apprentice will need to complete an annual minimum of 227 LH on the job made up of the Level 2 Certificate in Reprographics (187 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

### LEVEL 3 Apprenticeship Pathways:

**Pathway 1 Digital Pre-Press:** For this, an Apprentice will need to complete an annual **minimum** of **211 LH** on the job made up of the Level 3 Diploma in Digital Pre Press (151 - 195 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

**Pathway 2 Machine Printing:** For this, an Apprentice will need to complete an annual **minimum** of **220 LH** on the job made up of the Level 3 Diploma in Machine Printing (160 - 203 LH) and

receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

**Pathway 3 Print Finishing:** For this, an Apprentice will need to complete an annual **minimum of 182 LH** on the job made up of the Level Certificate in Print Finishing (122- 169 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

**Pathway 4 Print Administration & Management:** For this, an Apprentice will need to complete an annual **minimum of 286 LH** on the job made up of the Level 3 Diploma in Print Administration (226 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

**Pathway 4 Carton Manufacture:** For this, an Apprentice will need to complete an annual minimum of 194 LH on the job made up of the Level 3 NVQ Certificate in Carton Manufacture (QCF) (134 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

## How this requirement will be met

**ON THE JOB** training may include any activity where an Apprentice receives any form of instruction, tuition, guidance, support or feedback **whilst carrying out their day-to-day job role**. Typically, it consists of an Apprentice successfully meeting and demonstrating all of the skills and competencies contained in the competency qualification relevant to their chosen pathway and any time spent receiving regular, constructive on the job support, feedback and review on their job related performance.

On the job training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for on the job learning may be reduced accordingly. However, the minimum hours required in total for on the job training for this framework must still be able to be verified as part of the certification process and an Apprentice's occupational competence demonstrated and evidenced.

## PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning need can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. (Same as above for off the job) For learners that have previously achieved the relevant qualifications, they must have been certified within **3 years** of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate.

## PREVIOUS EXPERIENCE

Apprentices who commence training under an Apprenticeship Agreement with an employer may bring a range of prior experience with them. When an Apprentice can claim 30% (or more) of the total on the job training hours required for their chosen pathway then their learning programme should be tailored accordingly. Prior learning could have been acquired from previous education, employment or other vocational programmes. Training Providers are encouraged to identify specific on the job training opportunities that customise and contextualise the Apprentice's prior learning to their new workplace and job role. This may include selecting appropriate additional units from QCF qualifications relevant to the workplace or Essential Skills at a higher level than that specified in the framework.

All of the job roles within the various pathways of the the Level 2 and 3 Print and Printed Packaging Apprenticeship framework require a thorough level of technical skills, competence and knowledge and this will be gained through on the job, work based training, practice and experience and reinforced by regular feedback, review and support from an Apprentice's work based mentor or identified support network.

**The ON THE JOB learning for the Level 2 Foundation framework could consist of the following:**

- Level 2 competency qualification that relates to the Apprentice's chosen pathway.
- Regular on the job support, feedback, reviews, mentoring etc

#### **EVIDENCE FOR ON THE JOB LEARNING - Level 2**

- Copy of Certificate for the relevant Level 2 competency qualification that relates to the Apprentice's chosen pathway.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.
- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

**The ON THE JOB learning for the Level 3 framework could consist of the following:**

- Level 3 competency qualification that relates to the Apprentice's chosen pathway.
- Regular on the job support, feedback, reviews, mentoring etc

**EVIDENCE FOR ON THE JOB LEARNING - Level 3**

- Copy of Certificate for the relevant Level 3 competency qualification that relates to the Apprentice's chosen pathway.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.
- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

All **On the Job learning hours** must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an online system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the on the job learning hours **may** be requested when applying for an Apprenticeship Completion Certificate.

*In order to facilitate the recording and evidencing of On The Job learning hours an organisation may choose to nominate an “Accountable Manager” (such as the company Training Manager, or someone who is part of the company management team) to take responsibility for regularly checking that an Apprentice has completed at least the recommended minimum number of On The Job learning hours. ]*

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

## Improving own learning and performance

[There is currently no requirement for the Wider Key Skill of "**Improving own Learning and Performance**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of the Level 2 Foundation and Level 3 Apprenticeship framework.

For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences should all provide opportunities for Apprentices to improve their own learning and performance. ]

## Working with others

[There is currently no requirement for the Wider Key Skill of "**Working with Others**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of the Level 2 Foundation and Level 3 Apprenticeship framework.

For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences should all provide opportunities for Apprentices to work with others. ]

## Problem solving

[There is currently no requirement for the Wider Key Skill of "**Problem Solving**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of the Level 2 Foundation and Level 3 Apprenticeship framework.

For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences should all provide opportunities for Apprentices to problem solve. ]

# apprenticeship **FRAMEWORK**

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