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POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational Certificate Level 2

Version 1 - December 2019



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POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational
Certificate Level 2

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Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Assistant post press operator	CS Code:	Level:2	Version:1
	Competency Standard: Perform pre run operation		Assessment Date:
		D	D
		M	M
		Y	Y

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task 1. Perform cleaning in press room as per standard/instruction.</p> <p>Task 2. Check oil level & Perform Dry run (any one machine) as per assessor instruction</p> <p>Task 3. Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform cleaning in press room as per assessor instruction</p> <p>Performance criteria 1- Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure A-1.</p> <p>Task 2. Check oil level & Perform Dry run as per assessor instruction</p> <p>Performance criteria 1- Check oil level in machine as recommended in machine manual and record in annexure A-1.</p> <p>Performance criteria 2- Perform dry run (any one machine) as per assessor instruction and record in annexure A-1.</p> <p>Task 3. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	<p>COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/></p> <p>Name of the Assessor (Trainer).....Assessor's code:.....</p> <p>Signature of the Assessor:.....</p>

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1			
	Perform cleaning in press room as per assessor instruction			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure A-1.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2			
	Check oil level & Perform Dry run as per assessor instruction			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Check oil level in machine as recommended in machine manual and record in annexure A-1.			
2	Perform dry run (any one machine) as per assessor instruction and record in annexure A-1.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate Name:

Father's Name:.....

Candidate's Signature

Registration No: Date: Candidate

signature

Training Institution:.....

Qualification: **Assistant post press operator**

Module: **Perform pre run operation.**

NOTE

- Time Allowed: **20** minutes
- Attain all questions.
- All questions carry equal marks.

INSTRUCTION

Encircle the best answer.

Q 1. A bad environment is solely responsible for spoiling the health of the people in the press room. Common responsibility of all people is to keep the workplace environment:

- a. Tidy
- b. Clean water and other spillage
- c. Clear from hindrance
- d. **All of above**

Q 2. Which statement is correct regarding preventive maintenance?

- a) **To change only lubricant and filter timely**
- b) To check only fuel system timely
- c) To maintain the vehicle performance at all time
- d) Only to inspect and replace components

Q 3. ISO VG 32 is a type of:

- a) **Hydraulic Oil**
- b) Grease
- c) Fountain additives,
- d) Plate cleaner

Q 4. What is the application of tool shown on the right?

- a) Pulling out bearings of printing machine
- b) Cleaning and repairing Blanket
- c) Applying grease**
- d) Measuring Ph

Q 5. Which of the following kinds of maintenance could increase chances of machine operation without breaks for longer duration?

- a) Preventive
- b) breakdown
- c) Routine**
- d) Emergency

Q 6. Sixteen-page signature fold makes how many pages?

- a) 10
- b) 14
- c) 16**
- d) 20

Q 7. What is the ideal humidity percentage level required in the area of post print operations?

- a) 10-20
- b) 70-80
- c) 40-60**
- d) 80-90

Q 8. Which equipment to be used to decrease humidity in the workshop?

- a) Ceiling fan
- b) Heater
- c) Dehumidifier**
- d) Air blower

Q 9. Low quality oil can cause?

- a) Better machine operations
- b) Decrease in operation time
- c) Decrease machine life**
- d) Ease of operations

Q 10. Identify this tool?

- a) L-Key
- b) Spanner
- c) Tommy Bar**
- d) Screw driver



Annexure

A-1

Pre Run Operation

PRE-RUN OPERATIONAL ACTIVITIES REPORT

Name and ID of Assesse

Machine No. _____ Date: _____ Activities start at: _____ : _____ A:M/ P:M End at: _____ : _____ A:M/ P:M

Post Press machine operations

S. No.	Pre operational activities	Remarks (Please encircle appropriate)		
		Yes	No	Not required
1	Opted Personal Protective Equipment			
2	Performed machine surrounding cleaning			
3	Performed machine cleaning			
4	Check machine oil level			
5	Reported about machine status to operator/ supervisor			
6	Perform Dry Run	Follow the check list to make machine ready		
		Adjust machine size as per job requirement		
		Verify job quality by Performing test run		

Extra ordinary report (Optional)

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Assistant post press operator	CS Code:	Level:2	Version:1					
	Competency Standard: Interpret instruction on docket for Packaging		Assessment Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y
D	D	M	M	Y	Y			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Determine job order details as per annexure-A1 and fill the detail in annexure-B1. Task .2 Verify art work/sample as per docket. Task .3 Verify material quality as per docket. Task .4 Verify die and blocks as per docket Task .5 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Determine job order details as per annexure-A-1 and fill the detail in annexure-B-1 Performance Criteria .1 Determine job title from docket/job card Performance Criteria .2 Verify availability of reference specimen in docket/job card Performance Criteria .3 Determine quantity of job as per docket/job card requisition</p> <p>Task 2. Verify art work/sample as per docket. Performance Criteria .1 Verify art work as per docket Performance Criteria .2 Verify pasting application as per dummy.</p> <p>Task 3. Verify material quality & substrate sizing as per docket. Performance Criteria .1 Determine grain of substrate as per docket/job card requisition. Performance Criteria .2 Determine Gram per Square Meter (GSM) value of substrate as per docket/job card Performance Criteria .3 Verify size of substrate as per docket/job card.</p> <p>Task 4. Verify die and blocks as per docket Performance Criteria .1 Verify die size as per specimen Performance Criteria .2 Verify number of Ups as per docket Performance Criteria .3 Verify block size as per specimen</p> <p>Task 5. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor (Trainer) Assessor's code :..... Signature of the Assessor :.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1			
	Determine job order details as per annexure-A and fill the detail in annexure-B			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Determine job title from docket/job card			
2	Verify availability of reference specimen in docket/job card			
3	Determine quantity of job as per docket/job card requisition			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2			
	Verify art work/sample as per docket.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify art work as per docket			
2	Verify pasting application as per dummy.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 3 Verify material quality & substrate sizing as per docket.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Determine grain of substrate as per docket/job card requisition			
2	Determine Gram per Square Meter (GSM) value of substrate as per docket/job card			
3	Verify size of substrate as per docket/job card			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 4 Verify die and blocks as per docket.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify die size as per specimen.			
2	Verify number of Ups as per docket.			
3	Verify block size as per specimen.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL		
CANDIDATE DETAILS	Candidate Name: Father's Name:..... Registration No: Date: Candidate signature Training Institution:..... Qualification: Assistant Post Press operator Module: Interpret instruction on docket for Packaging	<div style="border: 1px dashed black; width: 150px; height: 60px; margin: 0 auto; text-align: center; padding-top: 10px;">Candidate's</div>
	NOTE <ul style="list-style-type: none"> Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. 	

INSTRUCTION

Encircle the best answer.

- Q 1. Water based is not a type of coating?
a) True
b) **False**
- Q 2. Enlist any two types of Substrate?
a) **Art Card.**
b) **Box board.**
c) **Off set paper**
d) **Bleach card**
e) **Mat paper**
f) **Grey board**
g) **Craft paper**
- Q 3. Glue is not a type of coating material?
a) **True**
b) False
- Q 4. Identify which operation is involved in Packaging?
a) Hot Glue binding.
b) Sewing Binding.
c) **Die cutting.**
d) Gathering.
- Q 5. Purpose of using block in Die cutting?
a) Printing.
b) **Embossing**
c) Pasting
d) Binding
- Q 6. Enlist any two reasons for wrong grain substrate?
a) **Broken crease.**
b) **Losing in box hardness**
c) **Pasting problem**
d) **Box shape problem**
- Q 7. Glue viscosity will remain same for box board and bleach card?
a) **True.**
b) False

Q 8. Identify the machine in given figure-2?

- a) **Folding Machine**
- b) Automatic Coating Machine.
- c) Automating Gluing Machine
- d) Copy Machine



Figure-2

Q 9. Which of the following is the type of lamination?

- a) **Matte**
- b) Box board
- c) Spot color
- d) Gradient

Q 10. Glue chip is used in lamination?

- a) True
- b) **False**

**Annexure
A-1**

DOCKET (interpret Docket)

Name and ID of
assesse

ABC Printing Press

**Job Card no.
101**

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Cake box

Quantity: 2000

Color: 1 +

size 8.5" x 11"

Paper Type Box board (Grey back)

GSM 250

Die 1

Block 1

Delivery date:
22 March 2020

Special instructions:	Verify Die and block
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Job Sample	As per provided sample
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**Annexure
B-1**

POST PRESS OPERATIONS WORK SHEET

**Name and ID of
Assesse**

Job Card No: _____, Name of Junior binder _____, Date: _____,

Assistant Post Press Operator

S. No.	Job Card Instructions		Information							
1.	Purchase order number		_____							
2.	Job number		_____							
3.	Date	Start	D	D	M	M	Y	Y	Y	Y
4.		Delivery	D	D	M	M	Y	Y	Y	Y
5.	Client detail	Company	_____							
6.	Job Quantity		2000							
7.	Substrate	size	8.5"x11"							
8.		type	Box board							
9.	Die quantity		1							
10.	Job colors		1+0							
11.	Sample box/specimen (encircle the right option)		Available				Not available			
12.	GSM value		250							
13.	Text Approval (encircle the right option)		Available				Not available			

Notes (Optional)

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Assistant Post press operations	CS Code:	Level:2	Version:1
	Competency Standard: Perform Lamination		Assessment Date:
		D	D
		M	M
		Y	Y

Candidate Details	Name.....
	Registration/Roll Number.....

Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 02 Hours:
	<p>Task .1 Perform substrate handling as per job requirement.</p> <p>Task .2 Verify Lamination films as per docket.</p> <p>Task .3 Make ready workstation for lamination operation.</p> <p>Task .4 Perform lamination operation</p> <p>Task .5 Perform post production activity and maintain log book.</p> <p>Task .6 Complete Knowledge assessment test.</p>

Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Perform Substrate Stacking Performance Criteria .2 Verify the side of lamination Performance Criteria .3 Verify the Substrate size for lamination</p> <p>Task 2. Verify Lamination films as per docket. Performance Criteria .1 Verify the type of the lamination film Performance Criteria .2 Verify size of the lamination film roll</p> <p>Task 3. Make ready workstation for lamination operation. Performance Criteria .1 Adjust the feeder according to the job Performance Criteria .2 Mount the film roll on to the machine Performance Criteria .3 Mount the conveyer blanket as per instruction Performance Criteria .4 Adjust the flow of glue</p> <p>Task 4. Perform lamination operation Performance Criteria .1 Maintain viscosity of the glue during the lamination Performance Criteria .2 Check & maintain the quality of lamination</p> <p>Task 5. Perform post production activity and maintain log book. Performance Criteria .1 Clean the roller as per instruction Performance Criteria .2 Perform sheet separation. Performance Criteria .3 Record the final counter along-with the wastages</p> <p>Task 6. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor (Trainer) Assessor's code :..... Signature of the Assessor :.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 1 Perform substrate handling as per job requirement		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Perform Substrate Stacking		
2	Verify the side of lamination		
3	Verify the Substrate size for lamination		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 2 Verify Lamination films as per docketts.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify the type of the lamination film		
2	Verify size of the lamination film roll		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 3 Make ready workstation for lamination operation.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Adjust the feeder according to the job			
2	Mount the film roll on to the machine			
3	Mount the conveyer blanket as per instruction			
4	Adjust the flow of glue			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 4 Perform lamination operation		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Maintain viscosity of the glue during the lamination			
2	Check & maintain the quality of lamination			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 5 Perform post production activity and maintain log book.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Clean the roller as per instruction			
2	Perform sheet separation.			
3	Record the final counter along-with the wastages			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	Candidate Name:
	Father's Name:.....
	Registration No: Date: Candidate signature
	Training Institution:.....
	Qualification: Assistant Post Press Operator
	Module: Perform Lamination

NOTE

- Time Allowed: **20** minutes
- Attain all questions.
- All questions carry equal marks.

INSTRUCTION

Encircle the best answer.

Q 1. Enlist any two types of finish for lamination film;

- a) **Gloss Lamination.**
- b) **Mat Lamination**
- c) **Velvet finish**
- d) **Hologram**
- e) **Metallize**

Q 2. Enlist any three main parts of lamination machine;

- a) **Rubber Roller.**
- b) **Steel Roller / Impression Roller.**
- c) **Glue Pot.**
- d) **Conveyor belt.**
- e) **Re-Wind Drum with stand.**

Q 3. Select the tool used for sheet separation;

- a) **Knife.**
- b) Scissor.
- c) Hammer.
- d) Cutter Plier.

Q 4. Identify the part which carries the sheet into the impression role;

- a) Knife.
- b) Scissor.
- c) **Conveyor belt.**
- d) Cutter Plier.

Q 5. Glue viscosity can change, according to the job;

- a) **True.**
- b) False.

Q 6. Enlist any two quality checks in lamination process;

- a) **Glue viscosity.**
- b) **Glue adhesiveness.**
- c) **Wrinkle.**
- d) **Bubble.**
- e) **Substrate Alignment**
- f) **Front lay & Side lay**

Q 7. Identify the machine in given figure-3?

- a) Crimping Machine
- b) **Lamination Machine.**
- c) Cutting Machine
- d) Copy Machine



Figure-3

Q 8. Enlist any three reasons for cleaning the lamination machine after process.

- a) **Smooth operation.**
- b) **Bubble defect control.**
- c) **Wrinkle defect control.**
- d) **Increase the life span of roller.**
- e) **Smooth Glue flow.**

Q 9. Front lay and side lay alignment are equally important.

- a) **True**
- b) **False**

Q 10. Drying powder is used in lamination?

- a) **True**
- b) **False**

**Annexure
A-1**

DOCKET (Lamination)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Title Lamination

Quantity: 100

Size 11.5" x 9"

Paper Type Board

GSM 250

Glue type Lamination Glue (cold glue)

Delivery date:
22 March 2020

Special instructions:	Verify Lamination film
------------------------------	------------------------

Job Sample	As per provided sample
-------------------	------------------------

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Assistant Post Press operator	CS Code:	Level:2	Version:1
	Competency Standard: Perform pasting operation		Assessment Date:
		D	D
		M	M
		Y	Y

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Perform substrate handling. Task .2 Make ready workstation for pasting operation. Task .3 Perform pasting operation as per instruction. Task .4 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Verify glue flap of the die cut substrate Performance Criteria .2 Perform Substrate Stacking as per instruction</p> <p>Task 2. Make ready workstation for pasting operation Performance Criteria .1 Adjust the feeder according to the job. Performance Criteria .2 Adjust pre-glue / pre-fold belts according to the job Performance Criteria .3 Adjust glue flap folding station according to the job Performance Criteria .4 Adjust glue pot station according to the job Performance Criteria .5 Adjust Glue viscosity as per job requirement Performance Criteria .6 Adjust the counter photocell and kick according to the job</p> <p>Task 3. Perform pasting operation and maintain log book. Performance Criteria .1 Carry out pasting operation as per instruction. Performance Criteria .2 Check & maintain the quality of pasting. Performance Criteria .3 Record the final counter along-with the wastages.</p> <p>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor (Trainer) Assessor's code :..... Signature of the Assessor :.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 1 Perform substrate handling as per job requirement		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify glue flap of the die cut substrate		
2	Perform Substrate Stacking as per instruction		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 2 Make ready workstation for pasting operation		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Adjust the feeder according to the job.		
2	Adjust pre-glue / pre-fold belts according to the job		
3	Adjust glue flap folding station according to the job		
4	Adjust glue pot station according to the job		
5	Adjust Glue viscosity as per job requirement		
6	Adjust the counter photocell and kick according to the job		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 3 Perform pasting operation and maintain log book.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carry out pasting operation as per instruction.		
2	Check & maintain the quality of pasting.		
3	Record the final counter along-with the wastages		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Assistant Post Press Operator</p> <p>Module: Perform Pasting operation</p> <div style="border: 1px dashed black; width: 200px; height: 50px; margin: 10px auto; text-align: center;">Candidate's Signature</div>
NOTE	<ul style="list-style-type: none"> Time Allowed: 20 minutes Attain all questions. All questions carry equal marks.
INSTRUCTION	Encircle the best answer.
	<p>Q 1. Which instrument is used to measure the glue viscosity?</p> <p>a) Vernier caliper b) DIN / Viscosity cup c) Micrometer d) Height gauge</p> <p>Q 2. What is the purpose of knife in the feeder of pasting machine?</p> <p>a) To control glue b) To control speed c) To control double carton d) To control space between carton</p>

- Q 3. You can control distance between cartons by speed of feeder?
- a) **True**
 - b) False
- Q 4. Can you fold all 4 creases on pasting machine?
- a) **Yes**
 - b) No
- Q 5. Where is gluing flap folded on the machine?
- a) **Pre glue pot station**
 - b) Glue pot station
 - c) Post glue pot station
 - d) Delivery
- Q 6. In which station do you control the box alignment?
- a) Pre-glue
 - b) **Feeder**
 - c) Glue
 - d) Post glue
- Q 7. What is the purpose of wheel in glue pot?
- a) **Apply glue on substrate**
 - b) To control glue viscosity
 - c) To fill the pot
 - d) To control adhesiveness
- Q 8. What is the glue wheel thickness, will be used on 8mm to 12 mm flap?
- a) **2 to 3 mm**
 - b) 4 to 6 mm
 - c) 8 to 10 mm
 - d) 10 to 12 mm
- Q 9. Can you control belt speed of post glue station for flap alignment?
- a) **True**
 - b) False
- Q 10. Can you control conveyor belt speed to adjust stacking height and alignment?
- a) **True**
 - b) False

**Annexure
A-1**

DOCKET (Pasting)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Pen Box

Quantity: 500

Size 8" x 3"x1.5"1

Carton Type Straight Pasting

GSM 250

Glue type Cold glue

Delivery date:
22 March 2020

Special instructions:	No of skillet in a bundle
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Job Sample	As per provided sample
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Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Assistant Post Press operator. Competency Standard: Perform Health and safety at work place.	CS Code:	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>			D	D	M	M	Y
D	D	M	M	Y	Y			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Practice safe work habit to ensure safety and use personal protective equipment.</p> <p>Task .2 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Practice safe work habit to ensure safety and use personal protective equipment.</p> <p>Performance Criteria .1 Interpret work processes and procedures to identify risk of hazards at press.</p> <p>Performance Criteria .2 Identify potential hazards to minimize accident risk</p> <p>Performance Criteria .3 Verify personal protective equipment to ensure optimum protection in compliance with press room procedures</p> <p>Performance Criteria .4 Apply dress code in accordance with press room</p> <p>Task 2. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor (Trainer).....Assessor's code:..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration					✓		
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 1 Practice safe work habit to ensure safety and use personal protective equipment.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Interpret work processes and procedures to identify risk of hazards at printing press		
2	Identify potential hazards to minimize accident risk		
3	Verify personal protective equipment to ensure optimum protection in compliance with press room procedures		
4	Apply dress code in accordance with press room		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:.....

Registration No: Date:

Training Institution:

Qualification: Assistant Post Press operator. **Module-**Adhere to Safety Standards and Regulations

Candidate's Signature

INSTRUCTIONS

- Time Allowed: **30** minutes
- Attain all questions
- All questions carry equal marks.

SECTION A

Encircle the best answer.

- Q-1 Which of the following activity is shown by the symbol on right?
- A) Turn on machine for inching B) **Emergency stop**
C) Attendance counter D) Main switch of press room



- Q-2 Anything that cannot cause injury, or damage is:
- A) **safety** B) Hazard
C) workshop D) lack of tidiness

- Q-3 Which symbol is shown on right?
- A) **Danger** B) Radiation
C) High intensity Noise D) 440V D.C



- Q-4 To extinguish an electrical fire, it is best to use a:
- A) fire blanket B) **foam**
C) carbon dioxide (CO2) D) Sand

- Q-5 An operator is supposed to pay special attention to protect his or her _____ if this symbol is around.
- A) Head B) Eyes
C) Toe/feet D) **Ears**



- Q-6 If you see warning labels or signs on equipment you should:
- A) Read and understand what they mean
B) Follow all the precautions in the labels
C) Ask your supervisor if you don't understand
D) **All of the above**

- Q-7 **If you see a broken part of a tool or a piece of equipment you should:**
A) **Tell a supervisor/ Senior** B) Use it carefully
C) Try to repair it D) Both, B & C are true
- Q-8 **Machine guards mean:**
A) People who guard equipment B) **Plates and covers that go over moving equipment parts**
C) Not required at your workplace D) Can be move or removed by any employee
- Q-9 **Equipment operating instructions are:**
A) For new employee B) Only guidelines
C) **Specified steps to follow every time** D) None of the above
- Q-10 **If I see fluid leaking from a machine I should:**
A) Use a rag to slow the leak B) Clean up the fluid at the end of my shift
C) Use water to dilute the fluid D) **Immediately tell a supervisor / senior operator**

Annexure A-2 Health & Safety	SAFETY DEMONSTRATION LOG SHEET	Name and ID of Assesse <hr/> <hr/>
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Date: ----- Activities start at: -----:----- A:M/ P:M End at: -----:----- A:M/ P:M			
Junior binder / assistant Post Press operator			
S. No.	Pre operational activities	Remarks	
1	Machine Identification	Press room No.	<hr/>
2		Serial No.	<hr/>
3		Make / Manufacturer	<hr/>
4		Model No.	<hr/>
5		Operation performed	<hr/>
6	Any available Job Card information (work processes and procedures)	<hr/> <hr/> <hr/> <hr/>	
8	List dawn Potential Hazards (Enlist 4 main items)	1. <hr/>	2. <hr/>
		3. <hr/>	4. <hr/>
9	PPE Applied Personal Protective Equipment (Enlist 4 main items)	1. <hr/>	2. <hr/>
		3. <hr/>	4. <hr/>
Remarks			
<hr/> <hr/> <hr/> <hr/> <hr/>			

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Assistant Post Press operator Competency Standard: Assistant Post Press operation	CS Code:	Level:2	Version:1					
	Assessment Date:		<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> </tr> </table>	D	D	M	M	Y
D	D	M	M	Y	Y			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 03 Hours:</p> <p>Task .1 Perform cleaning in press room and check oil level as per assessor instruction. Task .2 Determine job order details as per annexure-A2 and fill the detail in annexure-B2. Task .3 Practice safe work habit to ensure safety and use personal protective equipment. Task .4 Perform Lamination Operation as per docket A-3. Task .5 Perform Pasting Operation as per docket A-4. Task .6 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform cleaning in press room and check oil level as per assessor instruction. Performance Criteria .1 Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure-A-1. Performance Criteria .2 Check oil level in machine as recommended in machine manual</p> <p>Task 2. Determine job order details as per annexure-A2 and fill the detail in annexure-B2. Performance Criteria .1 Determine job title from docket/job card Performance Criteria .2 Verify availability of reference specimen in docket/job card Performance Criteria .3 Determine quantity of job as per docket/job card requisition</p> <p>Task 3. Practice safe work habit to ensure safety and use personal protective equipment. Performance Criteria .1 use personal protective equipment to ensure optimum protection in compliance with press room procedures Performance Criteria .2 Apply dress code in accordance with press room.</p> <p>Task 4. Perform Lamination Operation as per docket A-3. Performance Criteria .1 Perform substrate handling as per job requirement Performance Criteria .2 Verify Lamination films as per docket. Performance Criteria .3 Make ready workstation for lamination operation. Performance Criteria .4 Perform lamination operation</p>

	<p>Task 5. Perform Pasting Operation as per docket A-4. Performance Criteria .1 Perform substrate handling as per job requirement Performance Criteria .2 Make ready workstation for pasting operation Performance Criteria .3 Perform pasting operation and maintain log book.</p> <p>Task 6. During assessment, under observation by trainer, you will complete written knowledge test.</p>
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Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor (Trainer).....Assessor's code:..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓		✓		
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1			
	Perform cleaning in press room and check oil level as per assessor instruction.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure-A-1.			
2	Check oil level in machine as recommended in machine manual			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 2 Determine job order details as per annexure-A-2 and fill the detail in annexure-B-2.	
During the practical assessment, candidate demonstrated the following:			
1	Determine job title from docket/job card	Yes	No
2	Verify availability of reference specimen in docket/job card		
3	Determine quantity of job as per docket/job card requisition		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 3 Practice safe work habit to ensure safety and use personal protective equipment.	
During the practical assessment, candidate demonstrated the following:			
1	Use personal protective equipment to ensure optimum protection in compliance with press room procedures	Yes	No
2	Apply dress code in accordance with press room.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 4 Perform Lamination Operation as per docket.	
During the practical assessment, candidate demonstrated the following:			
1	Perform substrate handling as per job requirement	Yes	No
2	Verify Lamination films as per docket.		
3	Make ready workstation for lamination operation.		
4	Perform lamination operation		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 5 Perform Pasting Operation as per docket.	
During the practical assessment, candidate demonstrated the following:			
1	Perform substrate handling as per job requirement	Yes	No
2	Make ready workstation for pasting operation		
3	Perform pasting operation and maintain log book.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

**CANDIDATE
DETAILS**

Candidate Name:

Father's Name:.....

Registration No: Date: Candidate signature

Training Institution:.....

Qualification: **Assistant Post Press Operator**

Module: **Assistant Post Press Operator**

Candidate's Signature

NOTE

- Time Allowed: **20** minutes
- Attain all questions.
- All questions carry equal marks.

INSTRUCTION

Encircle the best answer.

Q 1. Enlist any three main parts of lamination machine;

- a) **Rubber Roller.**
- b) **Steel Roller / Impression Roller.**
- c) **Glue Pot.**
- d) **Conveyor belt.**

Q 2. Glue viscosity can change, according to the job;

- a) **True.**
- b) **False.**

Q 3. Enlist any three reasons for cleaning the lamination machine after process.

- a) **Smooth operation.**
- b) **Bubble defect control.**
- c) **Wrinkle defect control.**
- d) **Increase the life span of roller.**
- e) **Smooth Glue flow.**

Q 4. What is the glue wheel thickness, will be used on 8mm to 12 mm flap?

- a) **2 to 3**
- b) **4 to 6**
- c) **8 to 10**
- d) **10 to 12**

Q 5. What is the purpose of knife in the feeder of pasting machine?

- a) To control glue
- b) To control speed
- c) **To control double carton**
- d) To control space between carton

Q 6. Identify which operation is involved in Packaging?

- a) Hot Glue binding.
- b) Sewing Binding.
- c) **Die cutting.**
- d) Gathering.

Q 7. Purpose of using block in Die cutting?

- a) Printing.
- b) **Embossing**
- c) Pasting
- d) Binding

Q 8. Water based is not a type of coating?

- a) True
- b) **False**

Q 9. Machine guards mean:

- a) People who guard equipment
- b) **Covers that go over moving equipment parts**
- c) Not required at your workplace
- d) Can be move or removed by any employee

Q 10. Equipment operating instructions are Specified steps to follow every time?

- a) **True.**
- b) False.

Annexure

A-1

Pre Run Operation

PRE-RUN OPERATIONAL ACTIVITIES REPORT

Name and ID of Assesse

Machine No. _____ Date: _____ Activities start at: _____:_____:____ A:M/ P:M End at: _____:_____:____ A:M/ P:M

Post Press operator

S. No.	Pre operational activities		Remarks (Please encircle appropriate)		
			Yes	No	Not required
1	Opted Personal Protective Equipment				
2	Performed machine surrounding cleaning				
3	Performed machine cleaning				
4	Check machine oil level				
5	Reported about machine status to operator/ supervisor				
6	Perform Dry Run	Follow the check list to make machine ready			
		Adjust machine size as per job requirement			
		Verify job quality by Performing test run			

Extra ordinary report (Optional)

**Annexure
A-2**

DOCKET (interpret Docket)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Cake box

Quantity: 2000

Color: 1 +

size 8.5" x 11"

Paper Type Box board (Grey back)

GSM 250

Die 1

Block 1

Delivery date:
22 March 2020

Special instructions:	Verify Die and block
Job Sample	As per provided sample

**Annexure
B-2**

POST PRESS OPERATIONS WORK SHEET

**Name and ID of
Assesse**

Job Card No: _____, Name of Junior binder _____, Date: _____,

Assistant Post Press Operator

S. No.	Job Card Instructions		Information							
1.	Purchase order number		-----							
2.	Job number		-----							
3.	Date	Start	D	D	M	M	Y	Y	Y	Y
4.		Delivery	D	D	M	M	Y	Y	Y	Y
5.	Client detail	Company	-----							
6.	Job Quantity		2000							
7.	Substrate	size	8.5"x11"							
8.		type	Box board							
9.	Die quantity		1							
10.	Job colors		1+0							
11.	Sample box/specimen		Available				Not available			
12.	GSM value		250							
13.	Text Approval		Available				Not available			

Notes (Optional)

**Annexure
A-3**

DOCKET (Lamination)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Title Lamination

Quantity: 100

Size 11.5" x 9"

Paper Type Board

GSM 250

Glue type Lamination Glue (cold glue)

Delivery date:
22 March 2020

Special instructions:	Verify Lamination film
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Job Sample	As per provided sample
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**Annexure
A-4**

DOCKET (Pasting)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Pen Box

Quantity: 500

Size 8" x 3"x1.5"

Carton Type Straight Pasting

GSM 250

Glue type Cold glue


Delivery date:
22 March 2020

Special instructions:	No of skillet in a bundle
Job Sample	As per provided sample

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