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# POST PRESS OPERATIONS (Packaging)

## Assessment Package

### National Vocational Certificate Level 3

Version 1 - December 2019



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**Document Version**

December, 2019  
Islamabad, Pakistan

# POST PRESS OPERATIONS (Packaging)

**Assessment Package**

National Vocational  
Certificate Level 3

Version 1 - December 2019

**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Post Press operator	CS Code:	Level:3	Version:1					
	<b>Competency Standard:</b> Perform Die cutting operation.		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><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Perform substrate handling as per job requirement.</b>  <b>Task .2 Verify Die as per docket.</b>  <b>Task .3 Make ready workstation and perform Die cutting operation.</b>  <b>Task .4 Perform post production activity and record die cutting entries in given format A.</b>  <b>Task .5 Complete Knowledge assessment test.</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform substrate handling as per job requirement</b>  Performance Criteria .1 Verify side-lay &amp; front-lay of the printed substrate  Performance Criteria .2 Verify the GSM of the substrate as per docket.  Performance Criteria .3 Verify thickness of substrate as per docket.  Performance Criteria .4 Verify substrate size as per docket.  Performance Criteria .5 Verify the grain of substrate as per docket.  Performance Criteria .6 Perform Substrate Stacking as per instruction</p> <p><b>Task 2. Verify Die as per docket.</b>  Performance Criteria .1 Verify the die ups as per docket  Performance Criteria .2 Verify creasing matrix requirement as per thickness of the substrate.</p> <p><b>Task 3. Make ready workstation and perform Die cutting operation.</b>  Performance Criteria .1 Perform nicking on cutting blade as per instruction  Performance Criteria .2 Set the die rubber on to the die  Performance Criteria .3 Mount the die on to the machine chase.  Performance Criteria .4 Mount machine chase on die cutting machine  Performance Criteria .5 Set the creasing matrix on the creasing rule.  Performance Criteria .6 Make position setting of die with the help of cutting paper/Carbon paper  Performance Criteria .7 Perform Substrate Stacking in to the feeder  Performance Criteria .8 Adjust the head-lay &amp; the side-lay  Performance Criteria .9 Adjust the impression as per job requirement  Performance Criteria .10 Adjust the feeder according to the job</p>

	<p><b>Task 4. Perform post production activity and record die cutting entries in given format A.</b></p> <p>Performance Criteria .1 Remove the die and cutting plate from the machine as per instruction.</p> <p>Performance Criteria .2 Clean the machine &amp; workplace.</p> <p>Performance Criteria .3 Record the final counter along-with the wastages.</p> <p><b>Task 5. During assessment, under observation by trainer, you will complete written knowledge test.</b></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	<p><b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <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 substrate handling as per job requirement			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify side-lay & front-lay of the printed substrate			
2	Verify the GSM of the substrate as per docket.			
3	Verify thickness of substrate as per docket.			
4	Verify substrate size as per docket.			
5	Verify the grain of substrate as per docket.			
6	Perform Substrate Stacking as per instruction			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

Each Assessment Task (with performance criteria)						
Assessment Task		Description of assessment task 2				
		Verify Die as per docket				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Verify the die ups as per docket					
2	Verify creasing matrix requirement as per thickness of the substrate.					
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 and perform Die cutting operation				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1.	Perform nicking on cutting blade as per instruction					
2.	Set the die rubber on to the die					
3.	Mount the die on to the machine chase.					
4.	Mount machine chase on die cutting machine					
5.	Set the creasing matrix on the creasing rule.					
6.	Make position setting of die with the help of cutting paper/Carbon paper					
7.	Perform Substrate Stacking in to the feeder					
8.	Adjust the head-lay & the side-lay					
9.	Adjust the impression as per job requirement					
10.	Adjust the feeder 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 4				
		Perform post production activity and record die cutting entries in a given format A				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Remove the die and cutting plate from the machine as per instruction.					
2	Clean the machine & workplace.					
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: **Post Press Operator**

Module: **Perform Die Cutting Operation**

Candidate's Signature

NOTE

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

INSTRUCTION

Encircle the best answer.

Q 1.What is the cutting rule height?

- a) **23.80 mm**
- b) 23.30 mm
- c) 23.40 mm
- d) 23.00 mm

Q 2.What is the standard creasing rule thickness for 250 to 300 gram?

- a) 1 pt (0.3 mm)
- b) **2 pt (0.70 mm)**
- c) 3 pt (1.05 mm)
- d) 4 pt (1.40 mm)

Q 3.Why do you use creasing matrix in die cutting?

- a) **To form crease.**

Q 4.What will happen if creasing pressure increase in die cutting operation?

- a) **It will tear the substrate.**

Q 5.What is the standard in die wood thickness?

- a) 20 mm
- b) **18 mm**
- c) 23 mm
- d) 15 mm

Q 6. What is the standard of shore hardness of rubber?

- a) 20
- b) 200
- c) **70**
- d) 110

Q 7. What is the standard rubber height used for rubbering the die?

- a) 10 to 12 mm
- b) 18 to 21 mm
- c) **25 to 26 mm**
- d) 30 to 35 mm

Q 8. What material do you use for patching?

- a) **Calibrated**
- b) Any tape
- c) Paper
- d) Board

Q 9. What is the nick and what is it used for?

- a) **Nick is a cut on a cutting blade used for joining the sheet on after cutting. Allows sheets not to break in machine after die cutting.**

Q 10. When impression is zero of the die cutting machine, board should not have any cutting marks.

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



**Annexure  
A-1**

**DOCKET (Die Cutting operation)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Box Die Cutting

**Quantity:** 100

**Sample checking** Die

**Sheet Size** 9" x 11"

**Specification Type** Board

**GSM** 250

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Size and Crease checking
<b>Job Sample</b>	As per provided sample

<b>Format - A</b>	<b>Daily Production report</b>
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<b>Die cutting Operation</b>	<b>Date :</b>
------------------------------	---------------

Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks

\_\_\_\_\_

Operator Signature:

\_\_\_\_\_

Supervisor signature:

**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Post Press operator	CS Code:	Level:3	Version:1
	<b>Competency Standard:</b> Perform Waste Management		Assessment Date:
		D	D
		M	M
		Y	Y

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Manage post Press waste as per standard.</b>  <b>Task .2 Handle toxic &amp; nontoxic chemicals as per standard.</b>  <b>Task .3 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Manage post Press waste as per standard.</b>  Performance Criteria .1 Sort the waste generated at the workplace according to usability.  Performance Criteria .2 Tag the reusable components/item of the waste.  Performance Criteria .3 Maintain record of reusable components of the waste in format-D</p> <p><b>Task 2. Handle toxic &amp; nontoxic chemicals as per standard.</b>  Performance Criteria .1 Tag containers of toxic chemical as per instruction.  Performance Criteria .2 Store toxic waste at designated place.  Performance Criteria .3 Tag containers of non-toxic chemical as per instruction.  Performance Criteria .4 Store nontoxic waste at designated place.</p> <p><b>Task 3. During assessment, under observation by trainer, you will complete written knowledge test.</b></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	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer)</b> ..... <b>Assessor's code</b> :..... <b>Signature of the Assessor</b> :.....

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 Manage post Press waste as per standard				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Sort the waste generated at the workplace according to usability.				
2	Tag the reusable components/item of the waste.				
3	Maintain record of reusable components of the waste				
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>			

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 2 Handle toxic & nontoxic chemicals as per standard				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Tag containers of toxic chemical as per instruction.				
2	Store toxic waste at designated place.				
3	Tag containers of non-toxic chemical as per instruction.				
4	Store nontoxic waste at designated place				
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>			

## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

### CANDIDATE DETAILS

Candidate's Name: .....

Father's Name:.....

Registration No: ..... Date: .....

Training Institution:.....

Qualification: **Post Press Operator** Module: **Perform Waste Management**

Candidate's Signature

### NOTE

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

### INSTRUCTION

Encircle the best answer.

- Q-1 Waste management are all the activities and actions required to manage waste from its inception to its:
- A) packing  
B) burning  
C) Storage  
D) **final disposal**
- Q-2 All of the following are categories of waste, except:
- A) industrial  
B) hazardous  
C) **Municipal**  
D) Litter
- Q-3 Hazardous waste.
- A) Is ignitable  
B) Is toxic  
C) Is corrosive  
D) **all choices are correct**
- Q-4 The key component of waste management is:
- A) safety  
B) waste reduction  
C) keeping an eye on waste  
D) **All of these**
- Q-5 The sum of all the waste produced by individuals, industries, mining, and agriculture is referred to as:
- A) trash  
B) municipal solid waste  
C) **the waste stream**  
D) Recycling

- Q-6 Most recycling focuses on four major categories of products. Which one of these is NOT one of them?  
A) paper  
B) **chemicals**  
C) plastic  
D) glass
- Q-7 How are Chemical waste materials to be stored for disposal?  
A) **In separate containers, each labeled with the contents and identified as waste.**  
B) Mixed with other materials in one container, labeled with a list of the contents and identified as waste.  
C) In original containers only and identified as waste.  
D) Containers lined with yellow bags.
- Q-8 Choose the correct type of containers for storing flammable waste prior to disposal.  
A) Glass bottles  
B) Yellow containers  
C) Plastic jugs  
D) **Red cans**
- Q-9 Unidentified chemical waste can be disposed together with the other chemicals. True or False?  
A) True  
C) **False**
- Q-10 A nice way to dispose of confidential documents is to:  
A) **Use shredder**  
B) Tear off and put them into trash can  
C) Burn them  
D) Any of the above



**Annexure  
A-1**

**POST PRESS ROOM WASTE MANAGEMENT REPORT**

**Name and ID of  
Assesse**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Activities start at: \_\_\_\_\_:\_\_\_\_\_ A:M/ P:M End at: \_\_\_\_\_:\_\_\_\_\_ A:M/ P:M

**Perform Waste Management**

S. No.	Waste	Hazard category				Qty.	Disposal method
1	Solid	_____	Toxicity (Poison)	Ignitability (Flammable)	Corrosivity (Rusty)	Reactivity (Explosive)	_____
2		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
3		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
4	Liquid	_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
5		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
6		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____

**Remarks (Optional)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Post Press Operator	CS Code:	Level:3	Version:1
	<b>Competency Standard:</b> Perform Embossing		Assessment Date:
		D	D
		M	M
		Y	Y

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Perform substrate handling as per job requirement.</b>  <b>Task .2 Make ready workstation for Embossing operation.</b>  <b>Task .3 Perform Embossing operation and record entries in given format A.</b>  <b>Task .4 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform substrate handling as per job requirement.</b>  Performance Criteria .1 Verify side-lay &amp; front-lay of the printed substrate  Performance Criteria .2 Verify the thickness and GSM value of the substrate</p> <p><b>Task 2. Make ready workstation for Embossing operation.</b>  Performance Criteria .1 Set the Embossing block on to the die  Performance Criteria .2 Adjust the feeder according to the job  Performance Criteria .3 Perform Substrate stacking in to the feeder  Performance Criteria .4 Adjust the front-lay &amp; the side-lay  Performance Criteria .5 Mount the die on to the machine  Performance Criteria .6 Fix the counter block on the impression plate.  Performance Criteria .7 Adjust the registration as per registration mark.  Performance Criteria .8 Adjust block impression as per instruction</p> <p><b>Task 3. Perform Embossing operation and record entries in given format A.</b>  Performance Criteria .1 Carry out Embossing operation as per instruction.  Performance Criteria .2 Record the final counter along-with the wastages.</p> <p><b>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</b></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	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer)</b> ..... <b>Assessor's code</b> :..... <b>Signature of the Assessor</b> :.....

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)			
<b>Assessment Task</b>	<b>Description of assessment task 1</b> Perform substrate handling as per job requirement		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Verify side-lay & front-lay of the printed substrate.		
2	Verify the thickness and GSM value of the substrate		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 2</b> Make ready workstation for Embossing operation		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Set the Embossing block on to the die		
2	Adjust the feeder according to the job		
3	Perform Substrate stacking in to the feeder		
4	Adjust the front-lay & the side-lay		
5	Mount the die on to the machine		
6	Fix the counter block on the impression plate.		
7	Adjust the registration as per registration mark.		
8	Adjust block impression as per instruction		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 3 Perform Embossing operation and record entries in given format A.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carry out Embossing operation as per instruction.		
2	Record the final counter along-with the wastages		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	<p>Candidate Name: .....</p> <p>Father's Name:.....</p> <p>Registration No: ..... Date: ..... Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: <b>Post Press Operator</b></p> <p>Module: <b>Perform Embossing</b></p> <div style="border: 1px dashed gray; width: 150px; height: 60px; margin-left: auto; margin-right: auto; text-align: center; padding-top: 10px;">Candidate's Signature</div>
<b>NOTE</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>20</b> minutes</li> <li>Attain all questions.</li> <li>All questions carry equal marks.</li> </ul>
<b>INSTRUCTION</b>	Encircle the best answer.
	<p>Q 1.How do you ensure registration? Ans: <b>with the help of front lay and side lay</b></p> <p>Q 2. Metal is use in block making? 1) <b>True</b> 2) <b>False</b></p> <p>Q 3.What is the plug and socket? Ans: <b>Male and female block.</b></p>

Q 4. What instrument do you use to measure thickness?

- a) **Micro meter**
- b) Plug gauge
- c) Ring gauge
- d) Pitch gauge

Q 5. What is importance of front lay and side lay identification?

- a) To fill the pot
- b) **To get good registration**
- c) To get the bad registration
- d) To get the reasoning

Q 6. What do you use to stick male block?

**Ans: 2 side tape.**

Q 7. If you change any alignment of female block, you also need remount male block.

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

Q 8. How is the embossing dent measured?

- a. **Through visual confirmation**
- b. Micrometer
- c. pH meter
- d. Spectrophotometer

Q 9. Embossing makes the substrate \_\_\_\_\_ on the other side?

**Ans: Debossed**

**Annexure  
A-1**

**DOCKET (Embossing)**

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:** 100

**Size** 8.5" x 11"

**Paper Type** Duplex board

**GSM** 250

**Block** Embossing

Delivery date:  
**22 March 2020**

**Special instructions:**

**Job Sample**

As per provided sample

<b>Format - A</b>	<b>Daily Production report</b>
-------------------	--------------------------------

<b>Embossing</b>	<b>Date :</b>
------------------	---------------

Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks

\_\_\_\_\_

Operator Signature:

\_\_\_\_\_

Supervisor Signature:

**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Post Press operator	CS Code:	Level:3	Version:1					
	<b>Competency Standard:</b> Post Press operator operation.		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			

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Perform Die cutting operation as per docket A-1.</b>  <b>Task .2 Perform Embossing operation as per docket A-2.</b>  <b>Task .3 Manage post Press waste as per standard.</b>  <b>Task .4 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform Die cutting operation as per docket A-1</b>  Performance Criteria .1 Perform substrate handling as per job requirement  Performance Criteria .2 Verify Die as per docket.  Performance Criteria .3 Make ready workstation and perform Die cutting operation.  Performance Criteria .4 Perform post production activity and record die cutting entries in given format A.</p> <p><b>Task 2. Perform Embossing operation as per docket A-2.</b>  Performance Criteria .1 Perform substrate handling as per job requirement.  Performance Criteria .2 Verify block as per docket.  Performance Criteria .3 Make ready workstation for Embossing operation.  Performance Criteria .4 Perform Embossing operation and record entries in given format B.</p> <p><b>Task 3. Manage post Press waste as per standard.</b>  Performance Criteria .1 Manage post Press waste as per standard and record in format-C</p> <p><b>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</b></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><b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <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 Die cutting operation as per docket A-1.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Perform substrate handling as per job requirement.				
2	Verify Die as per docket.				
3	Make ready workstation and perform Die cutting operation.				
4	Perform post production activity and record die cutting entries in given format 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 Perform Embossing operation as per docket A-2.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Perform substrate handling as per job requirement.				
2	Verify block as per docket.				
3	Make ready workstation for Embossing operation.				
4	Perform Embossing operation and record entries in given format A-2.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			



Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 3 Manage post Press waste as per standard.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Manage post Press waste as per standard and record in format-C			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	<p>Candidate Name: .....</p> <p>Father's Name:.....</p> <p>Registration No: ..... Date: ..... Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: <b>Post Press Operator</b></p> <p>Module: <b>Post Press Operator</b></p> <div style="border: 1px dashed gray; width: 150px; height: 50px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
<b>NOTE</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>20</b> minutes</li> <li>Attain all questions.</li> <li>All questions carry equal marks.</li> </ul>
<b>INSTRUCTION</b>	Encircle the best answer.
	<p>Q 1.What is the cutting rule height?</p> <p>a) <b>23.80 mm</b></p> <p>b) 23.30 mm</p> <p>c) 23.40 mm</p> <p>d) 23.00 mm</p> <p>Q 2.What is the standard creasing rule thickness for 250 to 300 gram?</p> <p>a) 1 pt (0.3 mm)</p> <p>b) <b>2 pt (0.70 mm)</b></p> <p>c) 3 pt (1.05 mm)</p> <p>d) 4 pt (1.40 mm)</p>

Q 3. What is the nick and what is it used for?

- a) **Nick is a cut on a cutting blade used for joining the sheet on after cutting. Allows sheets not to break in machine after die cutting.**

Q 4. What instrument do you use to measure thickness?

- a) **Micro meter**
- b) Plug gauge
- c) Ring gauge
- d) Pitch gauge

Q 5. What is the importance of front lay and side lay identification?

- a) To fill the pot
- b) **To get good registration**
- c) To get the bad registration
- d) To get the reasoning

Q 6. Metal is used in block making?

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

Q 7. A nice way to dispose of confidential documents is to

- a) **Use shredder**
- b) Tear off and put them into trash can
- c) Burn them
- d) Any of the above

Q 8. All of the following are categories of waste, except:

- a) Industrial
- b) Hazardous
- c) **Municipal**
- d) **Litter**

Q 9. When the impression is zero of the die cutting machine, the board should not have any cutting marks.

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

Q 10. What will happen if the creasing pressure increases in the die cutting operation?

- a) **It will tear the substrate.**

**Annexure  
A-1**

**DOCKET (Die Cutting operation)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Box Die Cutting

**Quantity:** 100

**Sample checking** Die

**Sheet Size** 9" x 11"

**Specification Type** Board

**GSM** 250

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Size and Crease checking
<b>Job Sample</b>	As per provided sample

**Annexure  
A-2**

**DOCKET (Embossing)**

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:** 100

**Size** 8.5" x 11"

**Paper Type** Duplex board

**GSM** 250

**Block** Embossing

Delivery date:  
**22 March 2020**

**Special instructions:**

**Job Sample**

As per provided sample


Format - A		Daily Production report				
Die cutting Operation				Date :		
Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks


Format - B		Daily Production report				
Embossing				Date :		
Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks

Format - C		Daily Production report				
Waste Management				Date :		
Operator Name	Sorted Sheet Size	Sheet count	Printed	Blank	Remarks	

## National Vocational and Technical Training Commission (NAVTTTC)

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