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Islamabad



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POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational Certificate Level 4

Version 1 - December 2019



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December, 2019
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POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational
Certificate Level 4

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)

Title of Qualification: Senior Post Press Operator	CS Code:	Level:4	Version:1
	Competency Standard: Solve Problem at Workplace		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 Analyze the problem & Identify possible Solutions of given scenario on annexure A-1 and write a report in format A-2.</p> <p>Task .2 Recommend solution to higher management.</p> <p>Task .3 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During practical assessment, under observation by trainer, you will demonstrate and complete following Tasks:</p> <p>Task 1. Analyze the problem & Identify possible Solutions of given scenario on annexure A-1 and write a report in annexure A-2.</p> <p>Performance Criteria .1 Identify possible causes of problem within the area of responsibility as based on experience</p> <p>Performance Criteria .2 Use problem solving tools/analytical techniques.</p> <p>Performance Criteria .3 Identify cause and effects based on the criteria or information provided to support reasoning.</p> <p>Performance Criteria .4 Determine of possible options</p> <p>Performance Criteria .5 Take corrective action to solve the problem</p> <p>Performance Criteria .6 Determine its possible future causes.</p> <p>Task 2. Recommend solution to higher management in the given format annexure A-3.</p> <p>Performance Criteria .1 Prepare report or documentation</p> <p>Performance Criteria .2 Present recommendations to the assessor.</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	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 Analyze the problem & Identify possible Solutions of given scenario on annexure A-1 and write a report in annexure A-2.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identify possible causes of problem within the area of responsibility as based on experience			
2	Use problem solving tools/analytical techniques.			
3	Identify cause and effects based on the criteria or information provided to support reasoning.			
4	Determine of possible options			
5	Take corrective action to solve the problem			
6	Determine its possible future causes			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2 Recommend solution to higher management in the given format annexure A3.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Prepare report or documentation			
2	Present recommendations to the assessor.			
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: **Senior Post Press Operator**

Module: **Solve Problem at work place**

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 first step of solving a problem?

- a) **Identify the problem**
- b) Prepare alternative
- c) Take decision
- d) None of the above

Q 2. When an employee leave work due to low wage, is it a cause or effect?

- a) **Effect**
- b) Cause

Q 3. List three important communication skills?

1. **Listening**
2. **Delegating**
3. **Complementing**
4. **Non-verbal communication**
5. **Meeting management**

Q 4. It is important to complete paper work after every operations?

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

Q 5. Who should you contact if you have a recommendation to improve work process?

- a) **Supervisor**
- b) CEO
- c) Sales Dept.
- d) Marketing dept.

Q 6. What is SWOT?

- a) **Strength, Weakness, Opportunity, Threats**

Q 7. The first step when making a plan is?

- a) **To-do-list**
- b) Prioritized options
- c) Take decision
- d) None of the above

Q 8. For a team, goals are?

- a) Individual
- b) Not assigned
- c) **Collective**
- d) As per policy

Q 9. What is active listening?

- a) **To pay full attention to someone's voice to get a clear message**
- b) Listening to Radio
- c) Listening current affairs.
- d) None of above

Q 10. Decision making matrix has two dimensions?

- a) **Options and factors**
- b) Cause and effect
- d) Cost & revenue
- c) None of the above

Annexure- A-1	Solve Problem At Work Place
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Scenario – 1.

Case Study - ABC customer report a problem regarding envelop pasting, there were order of 2000 envelop and out of which 500 envelop are not pasted properly and the documents are falling out.

Note: Reference Job order no is 3652.

Annexure – A-2	To Be Filled by Assesse
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Customer name	Job Card no.	Order quantity	Reported Problem	List of Possible solution	Corrective action	Remarks
ABC	3652	2000	Improper pasting in 500 envelopes	Vendor visit		This type of complains can damage the reputation of a company.
				Repasting	Repasting	
				New production		

Annexure - A - 3	To Be Filled by Assesse
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Recommended solution Report

It was observed that the glue was not pasted properly, the viscosity of glue is also not as per standard, we have decided to lift all the faulty envelopes and re paste them all on top priority.

Recommendation:

In Future it is recommended to verify the random samples of every batch production.

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: Senior Post Press Operator.	CS Code:	Level:4	Version:1
	Competency Standard: Perform Cutting & Trimming		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 as per job requirement. Task .2 Make ready workstation for cutting and trimming operation. Task .3 Perform cutting and trimming operation. Task .4 Perform post production activity and record folding entries in given format A. 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. Perform substrate handling as per job requirement Performance Criteria .1 Verify grain of the substrate. Performance Criteria .2 Verify Gram per square meter (GSM) of the substrate. Performance Criteria .3 Prepare paper stacking/jogging.</p> <p>Task 2. Make ready workstation for cutting and trimming operation. Performance Criteria .1 Fix cutting knife as per instruction. Performance Criteria .2 Adjust knife impression as per instruction Performance Criteria .3 Verify cutting knife fixing. Performance Criteria .4 Fix cutting stick in machine as per OEM manual. Performance Criteria .5 Feed cutting program as per docket.</p> <p>Task 3. Perform cutting and trimming operation. Performance Criteria .1 Carryout cutting/trimming operation as per instruction.</p> <p>Task 4. Perform post production activity and record entries. Performance Criteria .1 Stack the finished items on pallets as per instruction Performance Criteria .2 Store the segregated trimmed waste at the designated bin Performance Criteria .3 Record the final counter along-with the wastages in format B.</p> <p>Task 5. 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	Remarks
1 Verify grain of the substrate.			
2 Verify Gram per square meter (GSM) of the substrate.			
3 Prepare paper stacking/jogging			
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 cutting and trimming operation.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1 Fix cutting knife as per instruction.			
2 Adjust knife impression as per instruction			
3 Verify cutting knife fixing.			
4 Fix cutting stick in machine as per OEM manual.			
5 Feed cutting program as per docket.			
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 3 Perform cutting and trimming operation		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carryout cutting/trimming operation 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 4 Perform post production activity and record folding entries.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Stack the finished items on pallets as per instruction		
2	Store the segregated trimmed waste at the designated bin		
3	Record the final counter along-with the wastages in format B		
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: Senior Post Press operator</p> <p>Module: Perform Cutting and Trimming</p> <div style="border: 1px dashed black; width: 150px; height: 50px; margin-left: auto; margin-right: auto; text-align: center; padding-top: 10px;">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. Guillotine machine is used for:</p> <p>a) Substrate trimming</p> <p>b) Printing</p> <p>c) Lamination</p> <p>d) All of above</p>

Q 2. For trimming printed substrate, the cutting marks are essential.

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

Q 3. The blade used for paper cutting is called:

- a) **Paper cutting knife**
- b) Cutting Stick
- c) Punching blade
- d) Paper blade

Q 4. Do we need to sharpen the knife after it is used for some time?

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

Q 5. Cutting machine knife always fall:

- a) Straight
- b) **Diagonally**

Q 6. On a cutting machine pile of paper should be evenly stacked?

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

Q 7. Paper cutting machine can be dangerous if not operated properly?

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

Q 8. What is the purpose of pressure clamp in a cutting machine?

Ans: Pressure clamp is used to hold the paper firmly.

Q 9. Type of cutting stick material used in paper cutting machine?

- a) **Plastic & wood**
- b) Metal
- c) Rubber

Q 10. What is the purpose of air vacuum table in paper cutting machine?

Ans: To move the paper stack easily while cutting operation performed.

**Annexure
A-1**

DOCKET (Cutting and Trimming)

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: Admission forms

Quantity: 200

Sheet Size 11.5" x 18"

Finish Size 8.5" x 11

Paper Type Offset paper

GSM 70

Delivery date:
22 March 2020

Special instructions:

Job Sample

As per provided sample

Format - B	Daily Production report
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Cutting and Trimming	Date :
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Operator Name	Job card no.	Client name	Job quantity	Production quantity	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)

Title of Qualification: Senior Post Press Operator	CS Code:	Level:4	Version:1
	Competency Standard: Perform Hot Foil Stamping		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 as per job requirement. Task .2 Make ready workstation for hot foil stamping operation. Task .3 Perform hot foil stamping operation and record entries in given format A. 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 side-lay & front-lay of the printed substrate Performance Criteria .2 Perform Substrate Stacking as per instruction. Performance Criteria .3 Verify the thickness and GSM value of the substrate. Performance Criteria .4 Verify the foil color, type and size as per docket.</p> <p>Task 2. Make ready workstation for hot foil stamping operation. Performance Criteria .1 Set the Hot foil 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 head-lay & the side-lay Performance Criteria .5 Mount the die on to the machine Performance Criteria .6 Fix the Counter hot foil block / hot foil impression plate on the impression plate. Performance Criteria .7 Adjust the registration and impression as per job requirement Performance Criteria .8 Calculate hot foil pull and adjust the foiling unit.</p> <p>Task 3. Perform Hot foil stamping operation and record entries in given format A. Performance Criteria .1 Carry out Hot Foil operation as per instruction. Performance Criteria .2 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	Remarks
1	Verify side-lay & front-lay of the printed substrate.			
2	Perform Substrate Stacking as per instruction.			
3	Verify the thickness and GSM value of the substrate.			
4	Verify the foil color, type and size as per docket.			
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 hot foil stamping operation			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Set the Hot foil block on to the die			
2	Adjust the feeder according to the job			
3	Perform Substrate Stacking in to the feeder			
4	Adjust the head-lay & the side-lay			
5	Mount the die on to the machine			
6	Fix the Counter hot foil block on the impression plate.			
7	Adjust the registration and impression as per job requirement			
8	Calculate hot foil pull and adjust the foiling unit.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 3 Perform folding machine operation and record entries in given format A.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carry out Hot Foil 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	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Senior Post Press operator</p> <p>Module: Perform Hot Foil Stamping</p> <div style="border: 1px dashed gray; width: 150px; height: 60px; margin: 10px auto; text-align: center; color: gray;">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.Adjust the block when block is hot?</p> <p>a) True</p> <p>b) False</p> <p>Q 2.Hammer is used to adjust the block.</p> <p>a) True</p> <p>b) False</p> <p>Q 3.What is the purpose of front lay and side lay?</p> <p>a) Binding</p> <p>b) Pasting</p> <p>c) clamping</p> <p>d) Registration</p>

Q 4. What is importance of fanning?

- a) To remove air
- b) **To remove static in paper**
- c) To remove glue
- d) To include static

Q 5. We mount hot foil block with double side tape?

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

Q 6. We need to adjust impression of machine for hot stamping?

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

Q 7. We can do hot foiling on laminated sheets.

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

Q 8. What is the use of block in hot foil stamping?

- a) **To transfer the foil on substrate**
- b) To get bad impression
- c) To get minimum height
- d) To get good cost

Q 9. We need to dry hot foil prints.

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

Q 10. Is it necessary to maintain the temperature of hot foil stamping?

- a) **Yes**
- b) No

**Annexure
A-1**

DOCKET (Hot Foil Stamping)

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: Text book Title
Quantity: 100
Color Gold
Size 8.5" x 11"
Paper Type Duplex board
GSM 250
Foil type Shine

Delivery date:
22 March 2020

Special instructions:	Verify the block
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Job Sample	As per provided sample
-------------------	------------------------

Format - A

Daily Production report

Hot Foil Stamping

Date :

Operator Name	Job card no.	Client name	Job quantity	Production quantity	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)

Title of Qualification: Senior Post Press Operator	CS Code:	Level:4	Version:1					
	Competency Standard: Carry out envelop making		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 Perform substrate handling as per job requirement. Task .2 Make ready workstation for envelop making operation. Task .3 Perform envelop making operation and record entries in given format B. 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 substrate as per docket A-1. Performance Criteria .2 Perform stacking of envelop as per instruction.</p> <p>Task 2. Make ready workstation for envelop making operation. Performance Criteria .1 Prepare glue viscosity as per envelope substrate. Performance Criteria .2 Prepare glue viscosity as per window film. Performance Criteria .3 Perform crease folding as per instruction. Performance Criteria .4 Paste window film before envelop pasting. Performance Criteria .5 Apply glue on pasting flap of substrate as per instruction.</p> <p>Task 3. Perform envelop making operation and record entries in given format B. Performance Criteria .1 Carry out envelop making operation as per instruction. Performance Criteria .2 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	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
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 substrate as per docket A-1				
2	Perform stacking of envelop 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 envelop making operation				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Prepare glue viscosity as per envelope substrate				
2	Prepare glue viscosity as per window film.				
3	Perform crease folding as per instruction.				
4	Paste window film before envelop pasting.				
5	Apply glue on pasting flap of substrate 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 3 Perform envelop making operation and record entries in given format B.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carry out envelop making 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	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Senior Post Press operator.</p> <p>Module: Carryout Envelope Making.</p> <div style="border: 1px dashed gray; width: 150px; height: 50px; margin-left: auto; margin-right: auto; text-align: center; padding-top: 10px;">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.If crease is not form properly, select the possible effects on envelope making?</p> <p>a) Out of shape. b) Problem in glue pasting. c) Cannot fold properly. d) All of the above.</p> <p>Q 2.When will window film paste on the envelop?</p> <p>a) After pasting the envelop. b) Before pasting the envelop. c) During glue pasting. d) All of the above.</p>

Q 3. If glue layer is thick, what will happen with the envelope?

- a) Glue will spread.
- b) Envelop stick with other.
- c) Take more time to dry
- d) **All of the above**

Q 4. If printing on pasting flap so what will be the impact on envelop making?

- a) **Pasting problem.**
- b) Take more time to dry
- c) Glue will spread
- d) None of the above

Q 5. It is important to prepare glue viscosity as per envelope substrate?

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

Q 6. What is the reference to ensure correct positioning of artwork on the finished envelope?

- a) **Docket**
- b) Visual confirmation
- c) Through spectrophotometer
- d) Through micrometer

Q 7. How long does it take for the envelope glue to dry?

- a) **As per Substrate.**
- b) One hour
- c) One minute
- d) Half an hour

Q 8. What is the purpose of fanning?

- a) **To separate each sheet**
- b) To get a better dent
- c) To help the environment
- d) To keep machine clean

Q 9. How many sides of an envelope are glued?

- a) One
- b) **Two**
- c) Three
- d) Four

Q 10. What is the purpose of counting?

- a) **To ensure the output quantity.**

**Annexure
A-1**

DOCKET (Envelope Making)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2022

Client PAPGAI association

Job Type: Envelope

Quantity: 100

Flap pasting: Straight

Side flap Pasting: In-side

Envelope Size: 9" x 4"

Window Size: 1.5" X 3"

GSM 80

Gum types: Flap Gum
Side Flap Gum
Window Gum

Delivery date:
22 March 2022

Special instructions:

Job Sample

As per provided sample

Format - B

Daily Production report

Envelop Making

Date :

Operator Name	Job card no.	Client name	Job quantity	Production quantity	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)

Title of Qualification: Senior Post Press Operator	CS Code: <input style="width: 90%;" type="text"/>	Level:4	Version:1						
Competency Standard: Senior Post Press Operator	Assessment Date: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>			D	D	M	M	Y	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 Cutting & trimming as per docket A-1. Task .2 Perform Hot Foil Stamping as per docket B-1. Task .3 Carryout envelop making as per docket C-1. Task .4 Solve problem at workplace. 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. Perform Cutting & trimming as per docket A-1. Performance Criteria .1 Perform substrate handling as per job requirement Performance Criteria .2 Make ready workstation for cutting and trimming operation. Performance Criteria .3 Perform cutting and trimming operation and record entries in given format A-2.</p> <p>Task 2. Perform Hot Foil Stamping as per docket B-1. Performance Criteria .1 Perform substrate handling as per job requirement. Performance Criteria .2 Make ready workstation for hot foil stamping operation. Performance Criteria .3 Perform hot foil stamping operation and record entries in given format B-2.</p> <p>Task 3. Carryout envelop making as per docket C-1. Performance Criteria .1 Perform substrate handling as per job requirement. Performance Criteria .2 Make ready workstation for envelop making operation. Performance Criteria .3 Perform envelop making operation and record entries in given format C-2.</p> <p>Task 4. Solve problem at workplace. Performance Criteria .1 Analyze the problem & Identify possible Solutions of given scenario on annexure D-1 and write a report in format D-2. Performance Criteria .2 Prepare report or documentation in given format. Performance Criteria .3 Present recommendations to the assessor in format D-3.</p> <p>Task 5. 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 Cutting & trimming 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	Make ready workstation for cutting and trimming operation.			
3	Perform cutting and trimming 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 2 Perform Hot Foil Stamping as per docket B-1.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform substrate handling as per job requirement			
2	Make ready workstation for hot foil stamping operation.			
3	Perform hot foil stamping operation and record entries in given format B-2.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 3 Carryout envelop making as per docket C-1.		
During the practical assessment, candidate demonstrated the following:			Yes	No
1	Perform substrate handling as per job requirement.			
2	Make ready workstation for envelop making operation.			
3	Perform envelop making operation and record entries in given format C-2.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 4 Solve problem at workplace.		
During the practical assessment, candidate demonstrated the following:			Yes	No
1	Analyze the problem & Identify possible Solutions of given scenario on annexure D-1 and write a report in format D-2.			
2	Prepare report or documentation in given format.			
3	Present recommendations to the assessor in format D-3.			
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: Senior Post Press Operator</p> <p>Module: Senior Post Press Operator</p> <div style="border: 1px dashed gray; width: 150px; height: 50px; margin: 10px auto; text-align: center; padding: 5px;">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. Enlist types of numbering?</p> <p>a) Roman numbering</p> <p>b) Numerical</p>

Q 2. In machine numbering operation, sequence perform in reverse order?

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

Q 3. Guillotine machine is used for:

- a) **Substrate trimming**
- b) Printing
- c) Lamination
- d) All of above

Q 4. What is the purpose of pressure clamp in a cutting machine?

Ans: Pressure clamp is used to hold the paper firmly.

Q 5. What is the use of block in hot foil stamping?

- a) **To transfer the foil on substrate**
- b) To get bad impression
- c) To get minimum height
- d) To get good cost

Q 6. How long does it take for the envelope glue to dry?

- a) **As per Substrate.**
- b) One hour
- c) One minute
- d) Half an hour

Q 7. It is important to complete paper work after every operation?

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

Q 8. What is SWOT?

- a) **Strength, Weakness, Opportunity, Threats**

Q 9. For trimming printed substrate, the cutting marks are essential.

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

Q 10. Hammer is used to adjust the block.

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

**Annexure
A-1**

DOCKET (Cutting and Trimming)

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: Admission forms
Quantity: 200

Sheet Size 11.5" x 18"
Finish Size 8.5" x 11
Paper Type Offset paper
GSM 70

Delivery date:
22 March 2020

Special instructions:	
Job Sample	As per provided sample

**Annexure
B-1**

DOCKET (Hot Foil Stamping)

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: Text book Title
Quantity: 100
Color Gold
Size 8.5" x 11"
Paper Type Duplex board
GSM 250
Foil type Shine

Delivery date:
22 March 2020

Special instructions:	Verify the block
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Job Sample	As per provided sample
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**Annexure
C-1**

DOCKET (Envelope Making)

Name and ID of
assesse

ABC Printing Press

**Job Card no.
101**

P.O No. G-802

Assigned on: 15 March 2022

Client PAPGAI association

Job Type: Envelope

Quantity: 100

Flap pasting: Straight

Side flap Pasting: In-side

Envelope Size: 9" x 4"

Window Size: 1.5" X 3"

GSM 80

Gum types: Flap Gum
Side Flap Gum
Window Gum

Delivery date:
22 March 2022

Special instructions:

Job Sample

As per provided sample

Format – A-2		Daily Production report				
Cutting and Trimming					Date :	
Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks

Format – B-2		Daily Production report				
Hot Foil Stamping					Date :	
Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks

Format – C-2		Daily Production report				
Envelop Making					Date :	
Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks

Annexure- D-1	Solve Problem At Work Place
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Scenario – 1.

Case Study - ABC customer report a problem regarding envelop pasting, there were order of 2000 envelop and out of which 500 envelop are not pasted properly and the documents are falling out.

Note: Reference Job order no is 3652.

Annexure – D-2	To Be Filled by Assesse
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Customer name	Job Card no.	Order quantity	Reported Problem	List of Possible solution	Corrective action	Remarks
ABC	3652	2000	Improper pasting in 500 envelopes	Vendor visit		This type of complains can damage the reputation of a company.
				Repasting	Repasting	
				New production		

Annexure - D - 3	To Be Filled by Assesse
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Recommended solution Report


It was observed that the glue was not pasted properly, the viscosity of glue is also not as per standard, we have decided to lift all the faulty envelopes and re paste them all on top priority.


Recommendation:

In Future it is recommended to verify the random samples of every batch production.

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