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# POST PRESS OPERATIONS (Publishing)

## Assessment Package

### National Vocational Certificate Level 4

Version 1 - December 2019



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**Document Version**

December, 2019  
Islamabad, Pakistan

# POST PRESS OPERATIONS (Publishing)

**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)

<b>Title of Qualification:</b> Senior Binder	CS Code:	Level:4	Version:1
	<b>Competency Standard:</b> Solve Problem at Workplace		Assessment Date:
		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 Analyze the problem &amp; Identify possible Solutions of given scenario on annexure A-1 and write a report in format A-2.</b></p> <p><b>Task .2 Recommend solution to higher management.</b></p> <p><b>Task .3 Complete Knowledge assessment test.</b></p>
Minimum Evidence Required	<p><b>During practical assessment, under observation by trainer, you will demonstrate and complete following Tasks:</b></p> <p><b>Task 1. Analyze the problem &amp; Identify possible Solutions of given scenario on annexure A-1 and write a report in annexure A-2.</b></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><b>Task 2. Recommend solution to higher management in the given format annexure A-3.</b></p> <p>Performance Criteria .1 Prepare report or documentation</p> <p>Performance Criteria .2 Present recommendations to the assessor.</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	<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)				
<b>Assessment Task</b>	<b>Description of assessment task 1</b> Analyze the problem & Identify possible Solutions of given scenario on annexure A-1 and write a report in annexure A-2.			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
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			
<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> Recommend solution to higher management in the given format annexure A3.			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Prepare report or documentation			
2	Present recommendations to the assessor.			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

**KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL**

**CANDIDATE  
DETAILS**

Candidate Name: .....

Father's Name:.....

Registration No: ..... Date: ..... Candidate signature

Training Institution:.....

Qualification: **Senior Binder**

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

<b>Annexure- A-1</b>	<b>Solve Problem At Work Place</b>
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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.

<b>Annexure – A-2</b>	<b>To Be Filled by Assesse</b>
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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		

<b>Annexure - A - 3</b>	<b>To Be Filled by Assesse</b>
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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)

<b>Title of Qualification:</b> Senior Binder	CS Code:	Level:4	Version:1
	<b>Competency Standard:</b> Perform Spiral Binding		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 &amp; verify spiral material/size.</b>  <b>Task .2 Make ready workstation for spiral binding operation.</b>  <b>Task .3 Perform spiral binding operation.</b>  <b>Task .4 Perform post production activity and record spiral binding entries in given format A-1</b>  <b>Task .5 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 &amp; verify spiral material/size.</b>  Performance Criteria .1 Verify side lay and Front lay of the printed substrate.  Performance Criteria .2 Verify page number sequence as per dummy  Performance Criteria .3 Prepare paper stacking.  Performance Criteria .4 Select the wire as per docket</p> <p><b>Task 2. Make ready workstation for spiral binding operation.</b>  Performance Criteria .1 Verify hole punch size as per instruction.  Performance Criteria .2 Adjust punch machine impression as per instruction  Performance Criteria .3 Adjust spiral/wire-o as per book/ calendar size.  Performance Criteria .4 Adjust wire-o closer as per instruction.</p> <p><b>Task 3. Perform spiral binding operation.</b>  Performance Criteria .1 Perform punching on the binding side of the book as per docket.  Performance Criteria .2 Insert wire/spiral on the binding side of the book as per instruction.  Performance Criteria .3 Make a sample copy as per instruction.  Performance Criteria .4 Press wire-o as per approved sample.  Performance Criteria .5 Perform Spiral binding operation as per approved sample.</p>

*Continued page 2*

	<p><b>Task 4. Perform post production activity and record spiral binding entries in given format A-1.</b></p> <p>Performance Criteria .1 Stack the finished items as per instruction. Performance Criteria .2 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 & verify spiral material/size			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify side lay and Front lay of the printed substrate			
2	Verify page number sequence as per dummy			
3	Prepare paper stacking			
4	Select the wire as per docket			
<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 Make ready workstation for spiral binding operation			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify hole punch size as per instruction.			
2	Adjust punch machine impression as per instruction			
3	Adjust spiral/wire-o as per book/ calendar size.			
4	Adjust wire-o closer 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 spiral binding operation			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform punching on the binding side of the book as per docket.			
2	Insert wire/spiral on the binding side of the book as per instruction.			
3	Make a sample copy as per instruction.			
4	Press wire-o as per approved sample.			
5	Perform Spiral binding operation as per approved sample.			
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 spiral binding entries in given format A.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Stack the finished items 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**

Candidate Name: .....

Father's Name:.....

Registration No: ..... Date: ..... Candidate signature

Training Institution:.....

Qualification: **Senior Binder**

Module: **Perform Spiral Binding**

Candidate's Signature

**NOTE**

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

**INSTRUCTION**

Encircle the best answer.

- Q 1. On which part of the book, spiral binding operation will be performed?  
**a) Spine**  
 b) Head  
 c) Foots  
 d) Side
- Q 2. Wire ring binding is a type of spiral binding?  
**a) True**  
 b) False
- Q 3. Plastic grip binding is a type of spiral binding?  
**a) True**  
**b) False**
- Q 4. Punching for spiral binding makes \_\_\_\_\_ on the substrate.  
 Ans: Hole
- Q 5. Wire spiral binding is available in different colors?  
**a) True**  
 b) False
- Q 6. In spiral binding wire diameter is determine according to?  
**a) Thickness/ Spine of book**  
 b) Color of the book  
 c) Weight of the book  
 d) Printing type

Q 7. Operator should ensure proper alignment of papers before punching in wiro binding?

**a) True**

b) False

Q 8. Wiro binding includes usage of glue?

a) True

**b) False**

Q 9. Gathering of spiral binding should be?

**a) In sequence**

b) Not in sequence

Q 10. Punching hole is adjusted according to the page size?

**a) True**

b) False

**Annexure  
A-1**

**DOCKET (Spiral Binding)**

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:** Diary  
**Quantity:** 200  
  
**Sheet Size** 8.5" x 5.5"  
**Pages** 100  
**Paper Type** Off set  
**GSM** 70  
**Wiro/spiral color** Black/White

Delivery date:  
**22 March 2020**

**Special instructions:**

**Job Sample**

As per provided sample

<b>Format - A</b>	<b>Daily Production report</b>
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<b>Spiral binding</b>	<b>Date :</b>
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Operator Name	Job card no.	Client name	Total Quantity	Final 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)

<b>Title of Qualification:</b> Senior Binder	CS Code:	Level:4	Version:1					
	<b>Competency Standard:</b> Perform Hard Cover Binding		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 substrate handling as per job requirement.</b>  <b>Task .2 Verify Material quality as per docket.</b>  <b>Task .3 Prepare workstation for hard cover binding operation.</b>  <b>Task .4 Prepare hard cover.</b>  <b>Task .5 Perform hard cover binding and record the entries in the given format A.</b>  <b>Task .6 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 cover side-lay &amp; front-lay of substrate as per docket.  Performance Criteria .2 Verify dust cover size as per docket.</p> <p><b>Task 2. Verify Material quality as per docket A1.</b>  Performance Criteria .1 Verify Grey board size as per docket.  Performance Criteria .2 Verify the spine of sewed book as per docket.  Performance Criteria .3 Verify ounce (OZ) of grey board as per docket.  Performance Criteria .4 Verify bookmark ribbon size/color as per docket.  Performance Criteria .5 Verify Zip size as per docket  Performance Criteria .6 Verify glue viscosity as per instruction.</p> <p><b>Task 3. Prepare workstation for Hard cover binding operation.</b>  Performance Criteria .1 Set the quad on table to place the cover as per instruction.  Performance Criteria .2 Fill the glue in the glue pot  Performance Criteria .3 Perform Substrate Stacking as per instruction.</p> <p><b>Task 4. Prepare Hard cover.</b>  Performance Criteria .1 Apply glue on cover as per instruction  Performance Criteria .2 Place the grey board as per instruction  Performance Criteria .3 Fold and press the cover on grey board as per instruction.</p>

*Continued page 2*



	<p><b>Task 5. Perform Hard cover binding and record the entries in the given format B.</b></p> <p>Performance Criteria .1 Apply glue on spine of sewed book.</p> <p>Performance Criteria .2 Press the spine of dried glue book as per instruction</p> <p>Performance Criteria .3 Perform three side trimming as per instruction</p> <p>Performance Criteria .4 Paste bookmark ribbon and Zip on the book spine as per instruction</p> <p>Performance Criteria .5 Paste binding cloth/paper on the spine of a book.</p> <p>Performance Criteria .6 Place the dried book inside the hard cover as per instruction.</p> <p>Performance Criteria .7 Apply the glue on first blank page and press it gently.</p> <p>Performance Criteria .8 Apply the glue on last blank page and press it gently.</p> <p>Performance Criteria .9 Carry out Hard cover binding operation as per instruction</p> <p>Performance Criteria .10 Record the final counter along-with the wastages.</p> <p><b>Task 6. 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	<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 cover side-lay & front-lay of substrate as per docket.		
2	Verify dust cover size as per docket		
<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> Verify Material quality as per docket		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Verify Grey board size as per docket.		
2	Verify the spine of sewed book as per docket.		
3	Verify ounce (OZ) of grey board as per docket.		
4	Verify bookmark ribbon size/color as per docket.		
5	Verify Zip size as per docket		
6	Verify glue viscosity 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 Prepare workstation for Hard cover binding operation		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Set the quad on table to place the cover as per instruction.			
2	Fill the glue in the glue pot			
3	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 4 Prepare Hard cover		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Apply glue on cover as per instruction			
2	Place the grey board as per instruction			
3	Fold and press the cover on grey board 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 5 Perform Hard cover binding and record the entries in the given format B.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Apply glue on spine of sewed book.			
2	Press the spine of dried glue book as per instruction			
3	Perform three side trimming as per instruction			
4	Paste bookmark ribbon and Zip on the book spine as per instruction			
5	Paste binding cloth/paper on the spine of a book.			
6	Place the dried book inside the hard cover as per instruction.			
7	Apply the glue on first blank page and press it gently.			
8	Apply the glue on last blank page and press it gently.			
9	Carry out Hard cover binding operation as per instruction			
10	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: **Senior Binder**

Module: **Perform Hard Cover binding**

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 two types of cover.

- a) **Leather cover.**
- b) **Rexine**
- c) **Laminate paper cover.**
- d) **Artificial leather (PU) Cover.**

Q 2. Enlist any two grey board (local) standard weights.

- a) **12 oz.**
- b) **16 oz.**
- c) **24 oz.**
- d) **28 oz.**
- e) **32 oz.**

Q 3. Glue is not a type of coating material?

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

Q 4. Identify which operation is involved in hard cover binding?

- a) **Book Mark.**
- b) **Punching.**
- c) **Die cutting.**
- d) **Saddle pin.**

Q 5. Identify which operation is involved in hard cover preparation?

- a) **Pasting Binding cloth on grey board.**
- b) Counting of pages.
- c) Counting of gathering.
- d) Sewing binding.

Q 6. Enlist, any two types of material is used in hard cover binding operation.

- a) **Leather.**
- b) **Grey board.**
- c) **Glue**
- d) **Laminated paper.**

Q 7. Grain is important in binding.

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

Q 8. Glue viscosity will remain same for art paper and off set paper.

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

Q 9. Where dust cover applies?

- a) Inside the book.
- b) **Outside the book**

Q 10. What is End-sheet?

- a) **A paper pasted inside of the hard cover.**
- b) A paper pasted outside of the hard cover.

**Annexure  
A-1**

**DOCKET (Hard Cover Binding)**

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:** Text Book

**Quantity:** 100

**Color of cover** 1+1

**Material of cover** PU leather

**Size** 8.5" x 11"

**Specification Type** Grey board

**Oz** 28

**Forms** 02

**Book Mark Ribbon Color** Green

**Zip Color** Black

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify the spine of sewed book as per docket
<b>Job Sample</b>	As per provided sample

**Format - B**

## Daily Production report

**Hard Cover Binding**

**Date :**

Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks

\_\_\_\_\_  
Operator Signature:

\_\_\_\_\_  
Supervisor signature:

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

<b>Title of Qualification:</b> Senior Binder  <b>Competency Standard:</b> Perform Numbering Machine Operation	CS Code: <input type="text"/>	Level:4	Version:1		
	Assessment Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Make ready workstation for numbering machine operation.</b>  <b>Task .3 Perform numbering machine operation and record entries in given format A.</b>  <b>Task .4 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 and front lay of the printed substrate.                  Performance Criteria .2 Prepare paper stacking as per instruction.</p> <p><b>Task 2. Make ready workstation for numbering machine operation.</b>                  Performance Criteria .1 Adjust numbering sequence as per docket                  Performance Criteria .2 Adjust feeder as per substrate size.                  Performance Criteria .3 Stack substrate in machine feeder                  Performance Criteria .4 Adjust air vacuum of feeder as per substrate.                  Performance Criteria .5 Adjust substrate delivery as per substrate size.                  Performance Criteria .6 Adjust numbering impression as per instruction.</p> <p><b>Task 3. Perform numbering machine operation and record entries in given format A.</b>                  Performance Criteria .1 Print numbering as per docket.                  Performance Criteria .2 Record the final count 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)			
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 side lay and front lay of the printed substrate		
2	Prepare paper 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 Make ready workstation for numbering machine operation		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Adjust numbering sequence as per docket		
2	Adjust feeder as per substrate size.		
3	Stack substrate in machine feeder		
4	Adjust air vacuum of feeder as per substrate.		
5	Adjust substrate delivery as per substrate size.		
6	Adjust numbering 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 numbering machine operation and record entries in given format A.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Print numbering as per docket.		
2	Record the final count 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>Senior Binder</b></p> <p>Module: <b>Perform Numbering Machine Operation</b></p> <div style="border: 1px dashed gray; width: 150px; height: 50px; margin: 10px auto; text-align: center; padding: 5px;">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. Feeder adjusts for the numbering purpose?</p> <p>a) <b>True.</b></p> <p>b) False</p> <p>Q 2. Numbering impression can be adjusted according to substrate?</p> <p>a) <b>True.</b></p> <p>b) False</p> <p>Q 3. In numbering operation air vacuum can be adjusted through?</p> <p>a) Machine Valve.</p> <p>b) Engine Valve.</p> <p>c) <b>Compressor Valve.</b></p> <p>d) Water level.</p>

Q 4. Which type of ink is used for numbering operation?

- a) **Letter Press ink**
- b) Water ink.
- c) Graving ink.
- d) UV ink.

Q 5. Why form numbers are important?

- a) **It's important for gathering and page sequence.**

Q 6. Enlist logical sequence of the type of machines used for numbering:

- a) Cylinder
- b) **Platin**
- c) **Offset printing machine**
- d) **Hand numbering machine**

Q 7. Numbering sequence is important?

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

Q 8. In machine numbering operation, sequence perform in reverse order?

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

Q 9. Enlist types of numbering?

- a) **Roman numbering**
- b) **Numerical**

Q 10. Random order sequence can be done in numbering operation?

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

**Annexure  
A-1**

**DOCKET (Numbering machine 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:** Receipt book

**Quantity:** 1

**Numbering color** Red

**Sheet size** 9" x 11.5"

**Book Size** 5.5" x 8.5"

**Paper Type** Offset

**GSM** 70

**Forms** 02

**Numbering** 101-200

Delivery date:  
**22 March 2020**

**Special instructions:**

**Job Sample**

As per provided sample

**Format - A**

# Daily Production report

**Numbering Machine Operation**

**Date :**

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

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Operator Signature:

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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> Senior Binder	CS Code:	Level:4	Version:1
	<b>Competency Standard:</b> Perform Cutting & Trimming		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 cutting and trimming operation.</b>  <b>Task .3 Perform cutting and trimming operation.</b>  <b>Task .4 Perform post production activity and record folding entries in given format A.</b>  <b>Task .5 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 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><b>Task 2. Make ready workstation for cutting and trimming operation.</b>  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><b>Task 3. Perform cutting and trimming operation.</b>  Performance Criteria .1 Carryout cutting/trimming operation as per instruction.</p> <p><b>Task 4. Perform post production activity and record entries.</b>  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><b>Task 5. 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)

<b>Candidate Details</b>	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer).....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>	<b>Remarks</b>
1	Verify grain of the substrate.				
2	Verify Gram per square meter (GSM) of the substrate.				
3	Prepare paper stacking/jogging				
<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 cutting and trimming operation.				
<b>During the practical assessment, candidate demonstrated the following:</b>			<b>Yes</b>	<b>No</b>	<b>Remarks</b>
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.				
<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 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	
<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>Senior Binder</b></p> <p>Module: <b>Perform Cutting and Trimming</b></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>
<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. Guillotine machine is used for:</p> <p>a) <b>Substrate trimming</b></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

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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:** 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

<b>Format - B</b>	<b>Daily Production report</b>
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<b>Cutting and Trimming</b>	<b>Date :</b>
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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)

<b>Title of Qualification:</b> Senior Binder	CS Code:	Level:4	Version:1
	<b>Competency Standard:</b> Senior Binder		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 03 Hours:</b></p> <p><b>Task .1 Perform Spiral binding operation as per docket A-1.</b>  <b>Task .2 Perform Hard Cover Binding as per docket B-1.</b>  <b>Task .3 Perform Numbering Machine Operation as per docket C-1.</b>  <b>Task .4 Perform Cutting &amp; trimming as per docket D-1.</b>  <b>Task .5 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 Spiral binding operation as per docket A-1.</b>  Performance Criteria .1 Perform substrate handling &amp; verify spiral material/size.  Performance Criteria .2 Make ready workstation for spiral binding operation.  Performance Criteria .3 Perform spiral binding operation and record spiral binding entries in given format A-2</p> <p><b>Task 2. Perform Hard Cover Binding as per docket B-1.</b>  Performance Criteria .1 Perform substrate handling as per job requirement.  Performance Criteria .2 Verify Material quality as per docket.  Performance Criteria .3 Prepare workstation for hard cover binding operation.  Performance Criteria .4 Prepare hard cover.  Performance Criteria .5 Perform hard cover binding and record the entries in the given format B-2.</p> <p><b>Task 3. Perform Numbering Machine Operation as per docket C-1.</b>  Performance Criteria .1 Perform substrate handling as per job requirement.  Performance Criteria .2 Make ready workstation for numbering machine operation.  Performance Criteria .3 Perform numbering machine operation and record entries in given format C-2.</p>

**Continued page 2**

	<p><b>Task 4. Perform Cutting &amp; trimming as per docket D-1.</b></p> <p>Performance Criteria .1 Perform substrate handling as per job requirement.</p> <p>Performance Criteria .2 Make ready workstation for cutting and trimming operation.</p> <p>Performance Criteria .3 Perform cutting and trimming operation.</p> <p>Performance Criteria .4 Perform post production activity and record entries in given format D-2.</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 Spiral binding operation as per docket A-1.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform substrate handling & verify spiral material/size.			
2	Make ready workstation for spiral binding operation.			
3	Perform spiral binding operation and record spiral binding entries in given format B-1			
<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 Perform Hard Cover Binding 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	Verify Material quality as per docket.			
3	Prepare workstation for hard cover binding operation.			
4	Prepare hard cover.			
5	Perform hard cover binding and record the entries in the 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 Perform Numbering Machine Operation as per docket C-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 numbering machine operation.			
3	Perform numbering machine 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 Perform Cutting & trimming as per docket D-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.			
4	Perform post production activity and record entries in given format D-2.			
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 Binder**

Module: **Senior Binder**

Candidate's Signature

**NOTE**

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

**INSTRUCTION**

Encircle the best answer.

Q 1. Punching for spiral binding makes \_\_\_\_\_ on the substrate.

Ans: Hole

Q 2. What is End-sheet?

- a) **A paper pasted inside of the hard cover.**
- b) A paper pasted outside of the hard cover.

Q 3. On which part of the book, spiral binding operation will be performed?

- a) **Spine**
- b) Head
- c) Foots
- d) Side

Q 4. In spiral binding wire diameter is determine according to?

- a) **Thickness/ Spine of book**
- b) Color of the book
- c) Weight of the book
- d) Printing type

Q 5. Enlist any two-grey board (local) standard weights.

- a) **12 oz.**
- b) **16 oz.**
- c) **24 oz.**
- d) **28 oz.**
- e) **32 oz.**

Q 6. Which type of ink is used for numbering operation?

- a) **Letter Press ink**
- b) Water ink.
- c) Graving ink.
- d) UV ink.

Q 7. Guillotine machine is used for:

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

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. 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 10. Identify which operation is involved in hard cover binding?

- a) **Book Mark.**
- b) Punching.
- c) Die cutting.
- d) Saddle pin.



**Annexure  
A-1**

**DOCKET (Spiral Binding)**

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:** Diary  
**Quantity:** 200  
  
**Sheet Size** 8.5" x 5.5"  
**Pages** 100  
**Paper Type** Off set  
**GSM** 70  
**Wiro/spiral color** Black/White

Delivery date:  
**22 March 2020**

**Special instructions:**

**Job Sample**

As per provided sample

**Annexure  
B-1**

**DOCKET (Hard Cover Binding)**

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:** Text Book

**Quantity:** 100

**Color of cover** 1+1

**Material of cover** PU leather

**Size** 8.5" x 11"

**Specification Type** Grey board

**Oz** 28

**Forms** 02

**Book Mark Ribbon Color** Green

**Zip Color** Black

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify the spine of sewed book as per docket
<b>Job Sample</b>	As per provided sample

**Annexure  
C-1**

**DOCKET (Numbering machine 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:** Receipt book

**Quantity:** 1

**Numbering color** Red

**Sheet size** 9" x 11.5"

**Book Size** 5.5" x 8.5"

**Paper Type** Offset

**GSM** 70

**Forms** 02

**Numbering** 101-200

Delivery date:  
**22 March 2020**

**Special instructions:**

**Job Sample**

As per provided sample

**Annexure  
D-1**

**DOCKET (Cutting and Trimming)**

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:** 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



<b>Format – C-2</b>	<b>Daily Production report</b>
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<b>Numbering Machine Operation</b>	<b>Date :</b>
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Operator Name	Job card no.	Client name	Numbering Sequence	Sheet count	Wastage	Total sheets	Remarks


<b>Format – D-2</b>	<b>Daily Production report</b>
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<b>Cutting and Trimming</b>	<b>Date :</b>
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Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks

## National Vocational and Technical Training Commission (NAVTTTC)

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