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POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational Certificate Level 5

Version 1 - December 2019



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December, 2019
Islamabad, Pakistan

POST PRESS OPERATIONS (Packaging)

Assessment Package

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Certificate Level 5

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Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Incharge Post Press operations	CS Code:	Level:5	Version:1
	Competency Standard: Plan Business Activities		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 01 Hours:</p> <p>Task .1 Plan Business activities as per given activity in annexure A-1.</p> <p>Task .2 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Plan Business activities as per given activity in annexure A-1.</p> <p>Performance Criteria .1 Plan work activities Performance Criteria .2 Schedule work activities Performance Criteria .3 Implement work activities Performance Criteria .4 Monitor work activities</p> <p>Task 2. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

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

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

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
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				
	Plan Business activities as per given activity in annexure A-1.				
During the assessment, candidate do the following:			Yes	No	Remarks
1	Plan work activities				
2	Schedule work activities				
3	Implement work activities				
4	Monitor work activities				
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: **In-charge Post Press operations**

Module: **Plan Business activities**

Candidate's Signature

**NOTE
(SECTION-A)**

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

INSTRUCTION

Encircle the best answer.

- Q 1.Which of these is a communication skill?
- a. Talking at the same time as someone else
 - b. Listening to what others are saying**
 - c. Putting your fingers in your ears
 - d. Showing irreverent behavior

- Q 2.Which of these is not a communication skill?
- a. Running**
 - b. Texting
 - c. Chatting to people
 - d. Composing an email

- Q 3.Which body language shows you are listening
1. Turning away from speaker
 - 2. Nodding and making eye contact**
 3. Looking out of the window
 4. Playing with mobile phone

- Q 4.Communicating without words.
- a. Body language**
 - b. Listening
 - c. Speaking
 - d. Writing

Q 5. What is an agenda for a business meeting?

- a. **list of points to be discussed**
- b. A list of supplies needed for the meeting
- c. An invitation that contains only the date and time
- d. A list of tasks to be performed after the meeting

Q 6. What should be your first step as a meeting leader?

- a. Conduct a cost-benefit analysis.
- b. Decide which type of meeting you are having.
- c. **Determine whether a meeting is needed.**
- d. Identify who will serve each role at your meeting

Q 7. _____ is the set of forces that energize, direct and sustain behavior

- a. **Motivation**
- b. Expectancy
- c. Empowerment
- d. Socialization

Q 8. Which of the following is NOT an internal motivational force?

- a. Goals
- b. Needs
- c. Attitudes
- d. **Feedback**

Q 9. A person comes to know about self-skills, interests and motivation is called

- a. career
- b. career management
- c. **career planning**
- d. career development

Q 10. A presentation is a form communication in which a person shares factual information with_____.

- a. **Large audience**
- b. Small audience
- c. Specific audience
- d. Mixed audience

Annexure – A-1	PLAN BUSINESS ACTIVITY
ACTIVITY / TASK:	Printing order of 8 page 1000 brochures of an Educational Institution
Make a Plan in consultation with concerned personnel.	
i	The various steps of the activity in sequence and required list of machinery and equipment, consumables and work hours.
ii	The various steps regarding timeline (production time) in consultation the personnel concerned.
iii	The various steps for implementation including production methods, timeline, workplace policies.
iv	The various steps for monitoring quality parameters, feedback, review, evaluate plan, activity and final result or goal achieved.

Note: Assesse may Use 2-3 blank pages for the activity.

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: Incharge Post Press operations Competency Standard: Address Basic Customer Needs	CS Code:	Level:5	Version:1			
	Assessment Date:	D	D	M	M	Y

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 01 Hours:</p> <p>Task .1 Address basic customer needs as per given activity in annexure A-1.</p> <p>Task .2 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Address basic customer needs as per given activity in annexure A-1.</p> <p>Performance Criteria .1 Assist customer to articulate needs</p> <p>Performance Criteria .2 Ensure customer needs are fully explored, understood and agreed</p> <p>Performance Criteria .3 Manage networks to ensure customer needs are addressed.</p> <p>Task 2. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

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

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

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

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 1				
	Address basic customer needs as per given activity in annexure A-1.				
During the assessment, candidate do the following:			Yes	No	Remarks
1	Assist customer to articulate needs				
2	Ensure customer needs are fully explored, understood and agreed				
3	Manage networks to ensure customer needs are addressed.				
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: **In-charge Post Press operations**

Module: **Address Basic Customer Needs**

Candidate's Signature

**NOTE
(SECTION-A)**

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

INSTRUCTION

Encircle the best answer.

Q 1. Market offering that is essentially intangible is called

- a. **Services**
- b. Products
- c. Commodity
- d. Competitive Edge

Q 2. According to service quality model, willingness of employees to solve problems of customers is classified as

- a. **Responsiveness**
- b. Assurance
- c. Empathy
- d. Reliability

Q 3. Asking your customer questions:

- a. Means you will lose control of the call.
- b. Is a waste of time.
- c. **Helps you understand their needs.**
- d. Doesn't work in sales.

Q 4. When we meet our customer's needs, we:

- a. We build relationships.
- b. We establish rapport.
- c. We create loyal customers.
- d. **All of the above.**

Q 5. After asking our customers a question, what is the most important thing to do?

- a. Close the sale.
- b. Actively listen to their answer.**
- c. Ask another question.
- d. Make a sales pitch

Q 6. _____ is a person's feelings of the result from evaluating a product's perceived performance to their expectations.

- a. Customer loyalty
- b. Customer satisfaction**
- c. Customer value
- d. None of the above

Q 7. Increasing customer satisfaction is leading to customer loyalty.

- a. True**
- b. False

Q 8. Companies can know about customer satisfaction by customer survey.

- a. True**
- b. False

Q 9. _____ is the characteristics and features of a service or product that bear on its ability to satisfy customer needs.

- a. Quality**
- b. Satisfaction
- c. Value
- d. Loyalty

Q 10. What does CRM stand for?

- a. Consumer Recruitment Management
- b. Customer Retailing Management
- c. Customer Resource Management
- d. Customer Relationship Management**

Annexure A-1	ADDRESS BASIC CUSTOMER NEEDS
ACTIVITY / TASK:	Interview a customer who is a small scale businessman and wanted to expand his business
Ask questions from a customer in a peaceful environment after taking an appointment, like	
Q 1.	Please let me know about your success story regarding your business.
Q 2.	What inspired you to start this business?
Q 3.	What are your business expansion plans?
Q 4.	What challenges are you facing during developing a new product?
Q 5.	What challenges are you facing during developing a new sales promotion items?
Q 6.	What challenges are you facing in current products?
Q 7.	What are your timelines?
<i>Come out with a proposal of business expansion and cost estimate. Get an order best suits the needs of customer, you visited and interviewed.</i>	

Note: Assesse may Use 2-3 blank pages for the activity.

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: Incharge Post Press operations Competency Standard: Solve Problems pertaining to health and safety	CS Code:	Level:5	Version:1			
	Assessment Date:	D	D	M	M	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 Identify a problem of given scenario on annexure A and write a report in annexure-B.</p> <p>Task .2 Recommend solution & Restore order in the given format annexure C</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. Identify a problem of given scenario on annexure A-1 and write a report in annexure B.</p> <p>Performance Criteria .1 Probe the problem to find the root cause.</p> <p>Performance Criteria .2 Analyze potential solutions.</p> <p>Performance Criteria .3 Take initiative which help to solve problems</p> <p>Task 2. Recommend solution & Restore order in the given format annexure C.</p> <p>Performance Criteria .1 Observe that the situation after the incident solution is normalized</p> <p>Performance Criteria .2 Take proactive action to avoid the incident to the possible extent</p> <p>Performance Criteria .3 Prepare report or documentation as per annexure-D</p> <p>Performance Criteria .4 Communicate accurate reports of the incident and its correction to the authorities/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 Identify a problem of given scenario on annexure A and write a report in annexure B.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Probe the problem to find the root cause.				
3	Analyze potential solutions.				
4	Take initiative which help to solve problems				
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 & Restore order in the given format annexure C.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Observe that the situation after the incident solution is normalized.				
2	Take proactive action to avoid the incident to the possible extent.				
3	Prepare report or documentation as per annexure-D				
4	Communicate accurate reports of the incident and its correction to the authorities/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: **In-charge Post Press operations**

Module: **Solve Problem pertaining to Health and Safety**

Candidate's Signature

NOTE

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

INSTRUCTION

Encircle the best answer.

Q 1.Way of protecting individuals' well-being of health is classified as

- a. **safety**
- b. health
- c. adverse situation
- d. security

Q 2. Health and safety performance within an organization is linked to:

- a. **Organizational performance and culture.**
- b. The skill level of employees.
- c. Employee attitudes towards supervisors.
- d. industry standards and procedures

Q 3.Which one of the following is Fire Fighting Equipment:

- a. Construction Material
- b. Computerized Material
- c. **Fire Extinguisher**
- d. Drilling Equipment

Q 4.What is abbreviation of 5S on workplace?

- a. **Sort, Set In Order, Shine, Standardize And Sustain**
- b. Sales, Services, Spare Parts, Second Hand Exchange And Safety

Q 5. Following is not the aspect of incident

- a. Hazard
- b. Priorities
- c. Optional Outcomes
- d. **Driving**

Q 6. What is the main hazard identification?

- a. To minimize the effect of a consequence
- b. For better risk management
- c. **The adverse effect of toxins**
- d. To reduce probability of occurrence

Q 7. The _____ process determines exposure to a chemical can increase the incidence of adverse health effect.

- a. **Hazard identification**
- b. Exposure assessment
- c. Toxicity assessment
- d. Risk characterization

Q 8. Hazard is defined as the probability of suffering harm or loss.

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

Q 9. Process which begins when one party perceives that other has frustrated, or is about to frustrate, some concern of his, is known as

- a. **Conflict**
- b. Risk
- c. Uncertainty
- d. Poor management

Q 10. Which one of the following is not a characteristic of a team?

- a. **Lack of knowledge sharing**
- b. Collective output
- c. Individual and collective responsibility
- d. Fluid dimension to roles and tasks

Annexure-A**Solve Problems Pertaining to Health and Safety****Scenario – 1.**

Case Study – ABC printing press produces printed materials as its normal production function. The printing press's rollers have to be cleaned periodically during the work shift to ensure quality control.

In this scenario, the press is not shut down for the cleaning operation. The printing press is energized and its rollers continue to spin at a very high speed. In order for employees to clean the rollers they must bypass the printing presses machine guards, and use rags to clean the rollers. This exposes them to serious, ingoing nip point hazards created by the rollers.

Once XY employee's hand were to get caught in the rollers and unfortunately his fingers got damaged.

Although the employer has a lockout/tag out program for servicing and/or maintenance of the printing presses, however the operator was not aware of lockout/tag out and got injured.

Annexure-B**To Be Filled by Assesse (encircle right option)**

Company name	Operation name	Incident type	Reported Problem	List of Possible solution	Corrective action
ABC printing press	Printing	Minor	Yes	Stop the machine	Health and safety Training
Printing Press	Lamination	Normal	No	Restrict the operator	Do not report
ABC press	Pasting	Major	Do not no	lockout/tag out	Do not work

Annexure-C**To Be Filled by Assesse****Recommended solution Report**

The cleaning of the rollers is mandatory, so that it is important to clean it regularly but the lockout/tag out is mandatory for that specific operation.

Recommendation:

In Future it is recommended to provide the Health and safety Training to all the staff and follow SOP.

Annexure-D**Incident Report (filled by the assessee)****Particulars of incident:**

Date: 27-Sep-2018

Time: 11:00 am

Location: Printing Press

The injured person:

Name: XY

Age: 20

Phone: 1234567

Gender : Male

Witness(s):

Name: AB

Designation: Helper

Name: CD

Designation: Machine operator

Describe the incident:

While cleaning the machine rollers, fingers were damaged.

Describe any illness or injury: What part of the body is affected and how?

Fingers

Describe any property damage: What damage was caused and how?

No

Analysis: What do you think caused or contributed to the incident?

Lack of training and not use a lockout/tagout

Prevention: What action has been taken to prevent a reoccurrence?

Proper HSE training and implementation is required

Have all preventative actions been reviewed by the STAFF, and implemented?**Yes**

Signature:

Date completed:

Signature:

Date completed:

Treatment:

Stitched and bandaged

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: Incharge Post Press operations	CS Code:	Level:5	Version:1
	Competency Standard: Develop Business plan		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 Develop Business plan as per given activity in annexure A-1.</p> <p>Task .2 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Develop Business plan as per given activity in annexure A-1.</p> <p>Performance Criteria .1 Prepare project management plan Performance Criteria .2 Develop and evaluate management plan Performance Criteria .3 Communicate project information Performance Criteria .4 Contribute to assessing effectiveness of communication</p> <p>Task 2. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

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

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	<p>COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <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	
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				
	Develop Business plan as per given activity in annexure A-1.				
During the assessment, candidate do the following:			Yes	No	Remarks
1	Prepare project management plan				
2	Develop and evaluate management plan				
3	Communicate project information				
4	Contribute to assessing effectiveness of communication1				
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: **In-charge Post Press operations**

Module: **Develop Business Plan**

Candidate's Signature

**NOTE
(SECTION-A)**

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

INSTRUCTION

Encircle the best answer.

Q 1. Definition of Business plan?

Ans. A written description of the future of your business.

Q 2. Why do we need business plan?

- a) **Planning of a future business**
- b) Planning to study
- c) Planning of preparing document
- d) Planning for traveling

Q 3. What is budget?

- a) **Estimate of income and expenditure for a set period of time**
- b) Weather forecasts
- c) Production plan
- d) Work schedule

Q 4. What is project management?

Ans. Project management is the activity of planning, executing, controlling, and closing the work of team to achieve project goals in specified time.

Q 5. Write down any three management planning process steps?

- a) **Set goal**
- b) **Gather data**
- c) **Analyze data**
- d) **Create plan**
- e) **Determine resource**
- f) **Determine timeline**
- g) **Set monitoring parameters**

Q 6. Explain what is marketing plan?

- a) **A report that outlines the marketing strategy.**
- b) A financial report
- c) An audit report
- d) A quality report

Q 7. List down any two essential parts of a Business Plan?

- a. **Business Idea**
- b. **Market Analysis**
- c. **Marketing Strategy**
- d. **Financial Analysis**
- e. **Feasibility plan**

Q 8. Budget is important in Business to control the finances of a business?

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

Q 9. When Is a Business Plan Written?

- **When thinking of going into business**
- **Before starting the business**
- **When updating the business is required**
- **When new information is obtained**
- **When new experiences are gained**

Q 10. List 4-major factors required for a business plan?

- **Customers**
- **Competitors**
- **Suppliers**
- **Financers**
- **Employees**
- **Products**
- **Locations**
- **Equipment**

Annexure A-1	DEVELOP BUSINESS PLAN
ACTIVITY / TASK:	You are going to start a small business project like a Small Printing Press or a BOOK Binding Shop
Develop a Business Plan, giving due considerations to the following points and final outcome will be a Project document.	
Task .1	Write down project brief, various tasks and associated timelines.
Task .2	Enlist various resources required for infrastructure rent, furniture, equipment & machinery, staff, raw material, and others if necessary.
Task .3	Identify associated stakeholders and their roles; customer, suppliers, employees, finances etc.
Task .4	Enlist necessary financial documents, audit procedure, process of registration with relevant Government Departments, marketing plan, effective communication methods and feasibility of the business.
Task .5	Consult with relevant stakeholders for review and finalization of initial draft.
Task .6	Consult all stakeholders, identify various factors that may impact on business plan and remedial measures as contingency plan.
Task .7	Training needs of employees, if any and final consultation with stakeholders.
Task .8	Final Plan of Business with recommendation.

Note: Assesse may Use 2-3 blank pages for the activity.

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: Incharge Post Press Operations	CS Code:	Level:5	Version:1
	Competency Standard: Perform Color Management		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 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. Check L*a*b* values as per docket/job card. Performance Criteria .1 Match color L*a*b* values with given reference as per docket/job card. Performance Criteria .2 Verify Delta E(ΔE) of colors with in the Specified range during production.</p> <p>Task 2. Verify drying parameters. Performance Criteria .1 Verify wet ink on sheets. Performance Criteria .2 Check ink density.</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 Check L*a*b* values as per docket/job card.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Match color L*a*b* values with given reference as per docket/job card.				
2	Verify Delta E(ΔE) of colors with in the Specified range during production.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 2 Verify drying parameters.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Verify wet ink on sheets.				
2	Check ink density.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	Candidate's Name:
	Father's Name:.....
	Registration No: Date:
	Training Institution:.....
	Qualification: In-charge Post Press Operations. Module: Perform Color management
INSTRUCTIONS	<ul style="list-style-type: none">• Time Allowed: 20 minutes• Attain all questions.• All questions carry equal marks.
	SECTION A
Encircle the best answer.	
Q-1	The primary goal of ----- management is to obtain a good color match across different platforms. Like Prepress, Press and Viewing environment. A) Paper B) Time C) Ink D) Color
Q-2	controlling amount of ink applied to printing substrate (Thickness of ink) is: A) Saturation B) Mixing C) Density D) ΔE
Q-3	Which of the following are Basic Printing Process colors? A) CMYK B) Spot Colors C) Special Colors. D) None of above
Q-4	What does delta E (ΔE) represents? A) Texture difference B) Intensity of brightness C) Color difference D) Difference between dot loss and dot gain
Q-5	Spectral values are represented by: A) Ink Densities. B) L*a*b* . C) Percentage of Color. D) RGB
Q-6	Densitometer is used to: A) Measure color. B) Measure ink density C) Count printed jobs D) Thickness of paper sheet
Q-7	The application of Spectrodensito meter is to: A) Measure Ink Densities. B) Measure pH value C) Measure L*a*b* values D) Measure Conductivity

- Q-8 In Offset machine, the purpose of Color Panel Control is to:
- A) Maintain the temperature of chiller
 - B) Control the functions of printing press.
 - C) Control humidity & water balance.
 - D) **Control ink zones / ink duct in printing units.**
- Q-9 The primary goal of color management is to obtain a good match across color devices.
- A) **True**
 - B) False
- Q-10 The application of Spectrophoto meter is to:
- A) Measure ink densities.
 - B) Measure ph
 - C) **Measure L*a*b* values**
 - D) Measure conductivity

**Annexure
A-1**

DOCKET (Color Management)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Delivery date:
22 March 2020

Assigned on: 15 March
2020

Client PAPGAI

Job Type: Box/Skillet

Lab Value	L =
	a =
	b =
Ink density	C =
	M =
	Y =
	K =
ΔE Value	C =
	M =
	Y =
	K =

Special instructions:

Verify wet ink on sheets.

Job Sample

As per provided sample

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Incharge Post Press Operations	CS Code:	Level:5	Version:1					
	Competency Standard: Perform Lay out and Dummy		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 manual sizing and layout of Unit box as per docket (annexure-1.) Task .2 Develop a dummy of unit box as per docket. Task .3 Perform manual sizing and layout of book as per docket (annexure-2.) Task .4 Develop a dummy of book as per docket. Task .5 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform manual sizing and layout of Unit box as per docket (annexure-1.) Performance Criteria .1 Verify side-lay & front-lay of the substrate. Performance Criteria .2 Verify number of Ups as per sample. Performance Criteria .3 Make sketch of unit box on the large sheet. Performance Criteria .4 Verify the thickness and GSM value of the substrate.</p> <p>Task 2. Develop a dummy of unit box as per docket. Performance Criteria .1 Create a Dummy as per printed sheet.</p> <p>Task 3. Perform manual sizing and layout of book as per docket (annexure-2.) Performance Criteria .1 Verify side-lay & front-lay of the substrate. Performance Criteria .2 Verify size of the book as per docket. Performance Criteria .3 Sketch layout form on the large sheet as per docket. Performance Criteria .4 Verify the GSM value of the substrate.</p> <p>Task 4. Develop a dummy of book as per docket. Performance Criteria .1 Create a Dummy as per printed sheet.</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 manual sizing and layout of Unit box as per docket (annexure-1.)		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify side-lay & front-lay of the substrate.		
2	Verify number of Ups as per sample.		
3	Make sketch of unit box on the large sheet.		
4	Verify the thickness and GSM value 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 2 Develop a dummy of unit box as per docket.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Create a Dummy as per printed sheet.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 3 Perform manual sizing and layout of book as per docket (annexure-2.)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify side-lay & front-lay of the substrate.			
2	Verify size of the book as per docket.			
3	Sketch layout form on the large sheet as per docket.			
4	Verify the GSM value 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 4 Develop a dummy of book as per docket.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Create a Dummy as per printed sheet.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

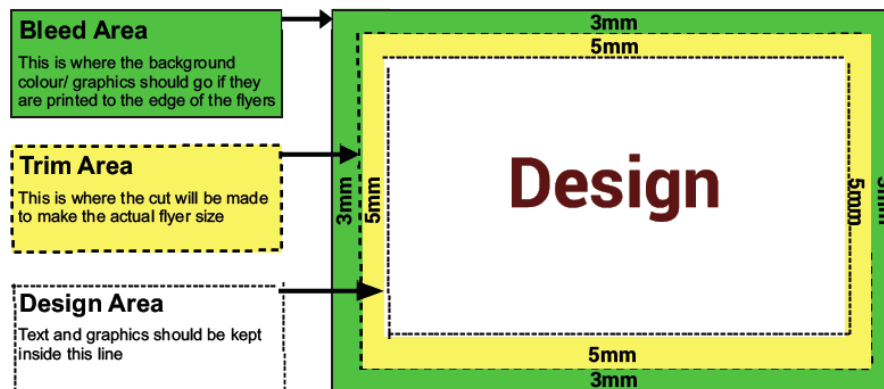
KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Inchrge Post Press Operations</p> <p>Module: Perform Layout and Dummy</p> <div style="border: 1px dashed black; width: 150px; height: 60px; 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. What is a dummy?</p> <p>Ans: A dummy in printing is a model. Printers and designers used them to help see how a print project will look when it is completed.</p>	

Q 2. What is a layout?
Ans: Layout is a combination of multiple ups of artwork according to job requirement.

Q 3. List three things to be checked in a publishing layout?

- a) **Registration mark**
- b) **CMYK color bar**
- c) **Print line**
- d) **Overlap margins**
- e) **Cutting mark**
- f) **Frontlay mark**
- g) **Folding marks**
- h) **Sidelay marks**

Q 4. Identify the bleeding area color?



Q 5. List three things to be checked in a packaging layout?

- a) **Registration mark**
- b) **CMYK color bar**
- c) **Print line**
- d) **Overlap margins**
- e) **Frontlay mark**
- f) **Sidelay marks**
- g) **Keyline for die**

Q 6. What is the best way to get approval of a layout?

- a) On phone
- b) **Singed dummy**
- c) Verbal
- d) None of the above

Q 7. What are the three variation of shades in a dummy?

Ans: Light, Standard, Dark.

Q 8. It is necessary to get a shade card approved from a customer?

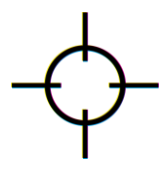
- a) True
- b) False

Q 9. What is the purpose of a layout?

Ans: To identify the formation of Ups in desired sheet size.

Q 10. Identify this mark?

- a) **Registration mark**
- b) Target area
- c) Color mark
- d) CMYK bar



**Annexure
A-1**

DOCKET (Lay out and Dummy-Unit Box)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Delivery date:
22 March 2020

Assigned on: 15 March 2020

Client PAPGAI
Job Type: Unit Box

Qty 10
Color 2
Type Box board

Specification GSM 250

Sheet size 18"x25"/4 Ups

Special instructions:	Verify number of Ups as per sample.
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Job Sample	As per provided sample
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**Annexure
A-2**

DOCKET (Lay out and Dummy-Book)

Name and ID of
assesse

ABC Printing Press

Job Card no.

102

P.O No. G-803

Delivery date:
22 March 2020

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Book

Qty 1

Color 1+1

Book Size 8.5"x11"

Type Off set

Specification Pages 32

GSM 70

Forms 4

Sheet size 18"x23"

Special instructions: Verify size of the book as per docket.

Job Sample

As per provided sample

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Incharge Post Press Operations	CS Code:	Level:5	Version:1
	Competency Standard: Perform Quality Inspection		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 Carryout Printing Inspection as per standard. Task .2 Carryout Publishing Inspection as per standard. Task .3 Carryout Packaging Inspection as per standard. 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. Carryout Printed substrate Inspection as per given docket in annexure-1 and record the variations. Performance Criteria .1 Verify printed sheet registration. Performance Criteria .2 Verify side-lay and front-lay. Performance Criteria .3 Verify folding marks. Performance Criteria .4 Verify Color variation. Performance Criteria .5 Verify content on printed sheet. Performance Criteria .6 Verify grain direction. Performance Criteria .7 Verify GSM (Gram per Square Meter) / thickness of the substrate.</p> <p>Task 2. Carryout Publishing Inspection as per provided dummy book and record the variations. Performance Criteria .1 Check page sequence. Performance Criteria .2 Check saddle stitch / thread swing. Performance Criteria .3 Verify hot glue binding. Performance Criteria .4 Verify title creasing Performance Criteria .5 Verify Title lamination. Performance Criteria .6 Verify Book trimming.</p>

Continued page 2

	<p>Task 3. Carryout Packaging Inspection as per provided sample and record the variations.</p> <p>Performance Criteria .1 Verify cutting and embossing registration / position. Performance Criteria .2 Verify embossing impression. Performance Criteria .3 Verify Box alignment. Performance Criteria .4 Verify perforation and creasing impression. Performance Criteria .5 Verify lock alignment. Performance Criteria .6 Verify lamination / coating. Performance Criteria .7 Verify Pasting strength. Performance Criteria .8 Verify cutting test of skillet/unit box (breaking) Performance Criteria .9 Verify perforation test (tear test/light passing method) Performance Criteria .10 Verify foiling impression as per approved sample.</p> <p>Task 4. During assessment, under observation by trainer, you will complete written Knowledge test.</p>
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Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

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

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

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 1 Carryout Printed substrate Inspection as per given docket in annexure-1 and record the variations.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify printed sheet registration.		
2	Verify side-lay and front-lay.		
3	Verify folding marks.		
4	Verify Color variation.		
5	Verify content on printed sheet.		
6	Verify grain direction.		
7	Verify GSM (Gram per Square Meter) / 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 2 Carryout Publishing Inspection as per provided dummy book and record the variations.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Check page sequence.		
2	Check saddle stitch / thread swing.		
3	Verify hot glue binding.		
4	Verify title creasing		
5	Verify Title lamination.		
6	Verify Book trimming.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 3 Carryout Packaging Inspection as per provided sample and record the variations.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify cutting and embossing registration / position.		
2	Verify embossing impression.		
3	Verify Box alignment.		
4	Verify perforation and creasing impression.		
5	Verify lock alignment.		
6	Verify lamination / coating.		
7	Verify Pasting strength.		
8	Verify cutting test of skillet/unit box (breaking)		
9	Verify perforation test (tear test/light passing method)		
10	Verify foiling impression as per approved sample.		
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: **Perform Quality Inspection**

Candidate's Signature

NOTE

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

INSTRUCTION

Encircle the best answer.

Q 1. What instrument you use to measure substrate GSM?

- a) Measuring scale
- b) Micrometer
- c) **Weight scale**
- d) Ruler

Q 2. What instrument you use to measure substrate thickness?

- a) Measuring scale
- b) **Micrometer**
- c) weight scale
- d) Ruler

Q 3. Enlist the 4 type of substrate?

- 1) **Art paper**
- 2) **Art card**
- 3) **Duplex card**
- 4) **Matter paper**
- 5) **Black board**
- 6) **Grey board**
- 7) **Offset paper**

Q 4. Enlist 4 type of binding material?

- 1) **Artificial leather**
- 2) **Trey board**
- 3) **Glue**
- 4) **Binding cloth**
- 5) **Thread**
- 6) **Pin**

Q 5. What is the importance of grain direction in folding box?

- a) **Proper formation of box.**

Q 6. How do you measure color values?

- a) **Spectro photo meter**
- b) Eye glass
- c) DIN cup
- d) Micro meter

Q 7. Name the instrument use to measure viscosity?

- a) Eye glass
- b) Micro meter
- c) **DIN cup**
- d) Spectrophoto meter

Q 8. What is the pH measuring tool?

- a) **pH meter**
- b) Thermometer
- c) Barometer
- d) Scale

Q 9. What is the standard tolerance level for color in printing job?

- a) 5%
- b) 2%
- c) 10%
- d) **As per job requirement**

Q 10. Quality inspection is done after which process?

- a) Printing
- b) Folding
- c) Binding
- d) **All of the above**

**Annexure
A-1**

**DOCKET (Quality Inspection for
Printing)**

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-801

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Booklet

Quantity: 100

Colors: 4+4

Pages: 20

Finished Size: 5.5" x 8.5"

Sheet Size: 12" x 18"

Substrate: Art Cards (260 GSM)

Substrate: Offset Paper (70 GSM)

Title: Matt Lamination

Delivery date:
22 March 2020

PRINTING INSPECTION CHART (to be filled by Assesse)

Color Shade	Scum	Registration	Set Off	Rub Resistance	Text	Dust	Misprint	Page Sequence	GSM of Substrate	Grain

Special instructions:

Job Sample

As per provided sample

**Annexure
A-2**

**DOCKET (Quality Inspection for
Publishing)**

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: Booklet

Quantity: 100

Colors: 4+4

Pages: 20

Finished Size: 5.5" x 8.5"

Sheet Size: 12" x 18"

Substrate: Art Cards (260 GSM)

Substrate: Offset Paper (70 GSM)

Binding Type: Saddle stitch

Delivery date:
22 March 2020

PUBLISHING INSPECTION CHART (to be filled by Assesse)

Folio	Folding Check	Gathering Check	Title Alignment	Binding Strength	Lamination Check	Crease Check	Wire Check	Trimming Check	Size Check

Special instructions:

Job Sample

As per provided sample

**Annexure
A-3**

**DOCKET (Quality Inspection for
Packaging)**

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-803

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Unit Box

Quantity: 50

Colors: 2

Finished Size: 3" x 6"

Sheet Size: 18" x 25"

Substrate: Box Board

GSM: 250

Instruction: UV Coating, Embossing, Die Cutting

Delivery date:
22 March 2020

PACKAGING INSPECTION CHART (to be filled by Assesse)

Check Die with Sample	UV Check	Alignment Check	Embossing Check	Creasing Check	Lock Alignment Check	Pasting Check	Tearing Check	Cracking Check	Breaking Check

Special instructions:

Job Sample

As per provided sample

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Incharge Post Press operations	CS Code:	Level:5	Version:1
	Competency Standard: Develop Entrepreneur Skills		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 Identify a problem of given scenario on annexure A and write a report in annexure.</p> <p>Task .2 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. Develop a business plan of given scenario on annexure A and write a report in annexure B.</p> <p>Performance Criteria .1 Conduct a brain storming session on the following information.</p> <ul style="list-style-type: none"> ○ Customer /demand ○ Tools, equipment, machinery and furniture with rates ○ Raw material ○ Supplier ○ Credit / funding sources ○ Marketing strategy ○ Overall expenses ○ Profit margin <p>Performance Criteria .2 Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p>Task 2. Collect information regarding funding sources and record the detail in annexure B.</p> <p>Performance Criteria .1 Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate.</p> <p>Performance Criteria .2 Choose the best available option according to investment requirement</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 Develop a business plan of given scenario on annexure A and write a report in annexure B.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Conduct a brain storming session on the required information.		
2	Select the best option in terms of cost, service, quality, sales, profit margin, and overall expenses.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 2 Collect information regarding funding sources and record the detail in annexure B.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate.		
2	Choose the best available option according to investment requirement		
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: **Incharge Post Press operation**

Module: **Develop Entrepreneur skills**

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 four P's of marketing.

- a) **Product**
- b) **Promotion**
- c) **Price**
- d) **Place**
- e) **People**
- f) **Process**
- g) **Physical evidence.**

Q 2. What is marketing?

- a) **Promotion of business**
- b) Financial management
- c) Human Resource management
- d) Information Technology

Q 3. Enlist any three of the 7C's of business communication?

- a) **Clear**
- b) **Correct**
- c) **Complete**
- d) **Concrete**
- e) **Concise**
- f) **Consideration**
- g) **Courteous**

Q 4. Raw material are the resource used to produce the finish product.

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

Q 5. Questionnaire is a Type of survey?

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

Q 6. Select correct P's of the marketing?

- a) Part
- b) preview
- c) plant
- d) **product**

Q 7. The ability to use time effectively or productively, especially at work is called.

- a) **Time management**
- b) Reconciliation
- c) Color Management
- d) Communication skills

Q 8. Production management involve application of planning, organizing, directly & controlling the production process?

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

Q 9. What is "S" stands for SWOT analysis?

- a) **Strength**
- b) Strong
- c) Stand
- d) Self-respect

Q 10. Enlist any two funding resources?

- a) **Personal capital**
- b) **Loan from bank**
- c) **Loan from family and friends**
- d) **Partnership.**

Annexure-A	Develop Entrepreneur Skills
Role Play	
<p>Case Study – Divide the class into groups of 2 to 3 trainees. Ask them to think about the business idea that can be fit in their locality and make sure that each group will have a unique idea according to demand of community. Give 30 minutes to them for brain storming and discussion. After that the Assessor may ask the following questions individually related to business plan.</p>	
Annexure-B	To Be Filled by Assesse/Assessor
<p>1. What is your product?</p>	
<p>2. What is the name of your brand?</p>	
<p>3. Who are your customers?</p>	
<p>4. How will you reach your customers?</p>	
<p>5. How will you stand out from your competitors?</p>	
<p>6. What is the biggest challenge of getting started?</p>	
<p>Any other comments:</p>	

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: Incharge Post Press Operations	CS Code:	Level:5	Version:1					
	Competency Standard: Incharge Post Press Operations.		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 color management as per annexure A-1. Task .2 Perform layout and Dummy as per annexure B-1. Task .3 Perform Quality Inspection of any two tasks from the given below. Task .3 (a) Carryout Printed substrate Inspection as per given docket in annexure C-1 and record the variations. Task .3 (b) Carryout Publishing Inspection as per provided dummy book and record the variations annexure C-2. Task .3 (c) Carryout Packaging Inspection as per provided sample and record the variations in annexure C-3. 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 color management. Performance Criteria .1 Match color L*a*b* values with given reference as per docket/job card annexure A-1. Performance Criteria .2 Verify Delta E(ΔE) of colors with in the Specified range during production. Performance Criteria .3 Verify wet ink on sheets. Performance Criteria .4 Check ink density.</p> <p>Task 2. Perform layout and Dummy as per sample. Performance Criteria .1 Perform manual sizing and layout of book as per docket. Performance Criteria .2 Develop a dummy of book as per docket B-1.</p>

Continued page 2

	<p>Task 3. Perform Quality Inspection of any two tasks from the given below.</p> <p>3 (a) Carryout Printed substrate Inspection as per given docket in annexure C-1 and record the variations in format A.</p> <p>Performance Criteria .1 Verify printed sheet registration. Performance Criteria .2 Verify side-lay and front-lay. Performance Criteria .3 Verify folding marks. Performance Criteria .4 Verify Color variation. Performance Criteria .5 Verify content on printed sheet. Performance Criteria .6 Verify grain direction. Performance Criteria .7 Verify GSM (Gram per Square Meter) / thickness of the substrate</p> <p>3(b) Carryout Publishing Inspection as per provided dummy book and record the variations in annexure C-2.</p> <p>Performance Criteria .1 Check page sequence. Performance Criteria .2 Check saddle stitch / thread swing. Performance Criteria .3 Verify hot glue binding. Performance Criteria .4 Verify title creasing Performance Criteria .5 Verify Title lamination. Performance Criteria .6 Verify Book trimming.</p> <p>3(c) Carryout Packaging Inspection as per provided sample and record the variations in annexure C-3.</p> <p>Performance Criteria .1 Verify cutting and embossing registration / position. Performance Criteria .2 Verify embossing impression. Performance Criteria .3 Verify Box alignment. Performance Criteria .4 Verify perforation and creasing impression. Performance Criteria .5 Verify lock alignment. Performance Criteria .6 Verify lamination / coating. Performance Criteria .7 Verify Pasting strength. Performance Criteria .8 Verify cutting test of skillet/unit box (breaking) Performance Criteria .9 Verify perforation test (tear test/light passing method) Performance Criteria .10 Verify foiling impression as per approved sample.</p> <p>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</p>
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Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	<p>COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <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 color management.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Match color L*a*b* values with given reference as per docket/job card A-1.			
2	Verify Delta E(ΔE) of colors with in the Specified range during production.			
3	Verify wet ink on sheets.			
4	Check ink density			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2			
	Perform layout and Dummy as per sample.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform manual sizing and layout of book as per docket.			
2	Develop a dummy of book as per docket annexure B-1.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 3.			
	3 (a) Carryout Printed substrate Inspection as per given docket in annexure C-1 and record the variations.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify printed sheet registration.			
2	Verify side-lay and front-lay.			
3	Verify folding marks.			
4	Verify Color variation.			
5	Verify content on printed sheet.			
6	Verify grain direction.			
7	Verify GSM (Gram per Square Meter) / 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. 3(b) Carryout Publishing Inspection as per provided dummy book and record the variations in annexure C-2.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Check page sequence.		
2	Check saddle stitch / thread swing.		
3	Verify hot glue binding.		
4	Verify title creasing		
5	Verify Title lamination.		
6	Verify Book trimming.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 3. 3(c) Carryout Packaging Inspection as per provided sample and record the variations in Annexure C-3.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify cutting and embossing registration / position.		
2	Verify embossing impression.		
3	Verify Box alignment.		
4	Verify perforation and creasing impression.		
5	Verify lock alignment.		
6	Verify lamination / coating.		
7	Verify Pasting strength.		
8	Verify cutting test of skillet/unit box (breaking)		
9	Verify perforation test (tear test/light passing method)		
10	Verify foiling impression as per approved sample.		
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: Inchrge Post Press
	Module: Inchrge Post Press

NOTE

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

INSTRUCTION

Encircle the best answer.

Q 1. What is the pH measuring tool?

- a) **pH meter**
- b) Thermometer
- c) Barometer
- d) Scale

Q 2. How do you measure color values?

- a) Eye glass
- b) DIN cup
- c) Micro meter
- d) **Spectrophoto meter**

Q 3. What is "S" stands for SWOT analysis?

- a) **Strength**
- b) Strong
- c) Stand
- d) Self-respect

Q 4. Which of these is a communication skill?

- a. Talking at the same time as someone else
- b. **Listening to what others are saying**
- c. Putting your fingers in your ears
- d. Showing irreverent behavior

Q 5. Which one of the following is a Fire Fighting Equipment?

- a. Construction Material
- b. Computerized Material
- c. **Fire Extinguisher**
- d. Drilling Equipment

Q 6. What is a budget?

- a) **Estimate of income and expenditure for a set period of time**
- b) Weather forecasts
- c) Production plan
- d) Work schedule

Q 7. What does delta E (ΔE) represents?

- a) Texture difference
- b) Intensity of brightness
- c) **Color difference**
- d) Difference between dot loss and dot gain

Q 8. Spectral values are represented by:

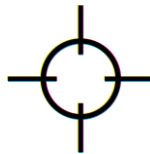
- a) Ink Densities.
- b) **L*a*b***.
- c) Percentage of Color.
- d) RGB

Q 9. What is the best way to get approval of a layout?

- a) On phone
- b) **Singed dummy**
- c) Verbal
- d) None of the above

Q 10. Identify this mark?

- a) **Registration mark**
- b) Target area
- c) Color mark
- d) CMYK bar



**Annexure
A-1**

DOCKET (Color Management)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Delivery date:
22 March 2020

Assigned on: 15 March
2020

Client PAPGAI

Job Type: Box/Skillet

Lab Value	L =
	a =
	b =
Ink density	C =
	M =
	Y =
	K =
ΔE Value	C =
	M =
	Y =
	K =

Special instructions:

Verify wet ink on sheets.

Job Sample

As per provided sample

**Annexure
B-1**

DOCKET (Lay out and Dummy-Book)

Name and ID of
assesse

ABC Printing Press

Job Card no.

102

P.O No. G-803

Delivery date:
22 March 2020

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Book

Qty 1

Color 1+1

Book Size 8.5"x11"

Type Off set

Specification Pages 32

GSM 70

Forms 4

Sheet size 18"x23"

Special instructions: Verify size of the book as per docket.

Job Sample

As per provided sample

**Annexure
C-1**

**DOCKET (Quality Inspection for
Printing)**

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-801

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Booklet

Quantity: 100

Colors: 4+4

Pages: 20

Finished Size: 5.5" x 8.5"

Sheet Size: 12" x 18"

Substrate: Art Cards (260 GSM)

Substrate: Offset Paper (70 GSM)

Title: Matt Lamination

Delivery date:
22 March 2020

PRINTING INSPECTION CHART (to be filled by Assesse)

Color Shade	Scum	Registration	Set Off	Rub Resistance	Text	Dust	Misprint	Page Sequence	GSM of Substrate	Grain

Special instructions:

Job Sample

As per provided sample

**Annexure
C-2**

**DOCKET (Quality Inspection for
Publishing)**

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: Booklet

Quantity: 100

Colors: 4+4

Pages: 20

Finished Size: 5.5" x 8.5"

Sheet Size: 12" x 18"

Substrate: Art Cards (260 GSM)

Substrate: Offset Paper (70 GSM)

Binding Type: Saddle stitch

Delivery date:
22 March 2020

PUBLISHING INSPECTION CHART (to be filled by Assesse)

Folio	Folding Check	Gathering Check	Title Alignment	Binding Strength	Lamination Check	Crease Check	Wire Check	Trimming Check	Size Check

Special instructions:

Job Sample

As per provided sample

**Annexure
C-3**

**DOCKET (Quality Inspection for
Packaging)**

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-803

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Unit Box

Quantity: 50

Colors: 2

Finished Size: 3" x 6"

Sheet Size: 18" x 25"

Substrate: Box Board

GSM: 250

Instruction: UV Coating, Embossing, Die Cutting

Delivery date:
22 March 2020

PACKAGING INSPECTION CHART (to be filled by Assesse)

Check Die with Sample	UV Check	Alignment Check	Embossing Check	Creasing Check	Lock Alignment Check	Pasting Check	Tearing Check	Cracking Check	Breaking Check


Special instructions:


Job Sample

As per provided sample

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