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# POST PRESS OPERATIONS (Publishing)

## Competency Standards

### National Vocational Certificate Level 2-5

Version 1 - December 2019



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**Document Version**

December, 2019  
Islamabad, Pakistan

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## Table of Contents

|   |    |
|---|----|
| 1. INTRODUCTION.....  | 4  |
| 2. PURPOSE OF THE QUALIFICATIONS.....                                       | 5  |
| 3. MAIN OBJECTIVE OF QUALIFICATION.....                                     | 5  |
| 4. DATE OF VALIDATION.....  | 6  |
| 5. CODES OF QUALIFICATIONS.....   | 7  |
| 6. ENTRY REQUIREMENTS.....  | 8  |
| 7. MEMBERS OF QUALIFICATIONS DEVELOPMENT COMMITTEE.....                     | 10 |
| 8. MEMBERS OF QUALIFICATIONS VALIDATION COMMITTEE.....                      | 11 |
| 9. REGULATIONS FOR THE QUALIFICATION.....                                   | 11 |
| 10. SUMMARY OF COMPETENCY STANDARDS.....                                    | 12 |
| 11. PACKAGING OF QUALIFICATION.....   | 14 |
| PACKAGING OF QUALIFICATION.....   | 16 |
| Competency Standard A - Perform Pre-Run Operation.....                      | 17 |
| Competency Standard B- Interpret Instructions on Docket for Publishing..... | 19 |
| Competency Standard C- Interpret Instructions on Docket for Packaging.....  | 21 |
| Competency Standard D - Perform Lamination.....                             | 24 |
| Competency Standard E – Perform Basic Manual Binding.....                   | 27 |
| Competency Standard F- Perform Gathering.....                               | 30 |
| Competency Standard G – Perform Saddle Stitching.....                       | 32 |
| Competency Standard H – Carry out Folding Operation.....                    | 34 |
| Competency Standard I – Perform Thread Stitch Binding.....                  | 36 |
| Competency Standard J – Perform Hot Glue Binding.....                       | 38 |
| Competency Standard K – Perform Spiral Binding.....                         | 40 |
| Competency Standard L – Perform Hard cover Binding.....                     | 42 |
| Competency Standard M – Perform Numbering Machine Operation.....            | 45 |
| Competency Standard N – Perform Cutting and Trimming.....                   | 47 |
| Competency Standard O – Perform Die cutting operation.....                  | 49 |
| Competency Standard P – Perform Pasting Operation.....                      | 52 |
| Competency Standard Q – Perform Hot foil stamping.....                      | 55 |
| Competency Standard R – Perform Waste Management.....                       | 58 |
| Competency Standard S – Perform Quality inspection.....                     | 60 |
| Competency Standard T- Develop communication skills.....                    | 63 |
| Competency Standard U – Perform Health and Safety.....                      | 65 |
| Competency Standard V - Develop professionalism.....                        | 68 |
| Competency Standard W - Develop Computer Application Skills.....            | 71 |
| Competency Standard X - Develop Entrepreneur skills.....                    | 74 |



|  |     |
|--|-----|
| Competency Standard Y – Carry out envelop making.....                        | 77  |
| Competency Standard Z – Perform Embossing .....                              | 79  |
| Competency Standard AA – Managing a team .....                               | 82  |
| Competency Standard BB – Plan business activities .....                      | 85  |
| Competency Standard CC – Address Basic Customer needs.....                   | 88  |
| Competency Standard DD – Manage Human Resources .....                        | 91  |
| Competency Standard EE – Manage Personal Finance .....                       | 94  |
| Competency Standard FF – Solve Problems pertaining to health and safety..... | 96  |
| Competency Standard GG – Develop Business Plan.....                          | 99  |
| Competency Standard HH – Apply Information and Communication Skills.....     | 102 |
| Competency Standard II – Solve problems at work place .....                  | 105 |
| Competency Standard JJ– Perform Color Management .....                       | 108 |
| Competency Standard KK – Develop Layout & Dummy.....                         | 110 |
| COMPLETE LIST OF TOOLS AND EQUIPMENT FOR PUBLISHING .....                    | 112 |
| COMPLETE LIST OF TOOLS AND EQUIPMENT FOR PACKAGING.....                      | 117 |



## 1. INTRODUCTION

The National Competency Standards are written specifications of skills and knowledge required in a vocational occupation. The competency standards are developed by a group of practitioners by following the guidelines of National Vocational Qualification Framework (NVQF) and implemented by National Vocational & Technical Training Commission (NAVTTTC) with the support of TVET Sector Support Program.

Pakistan has great potential for growth of publishing and packaging industry in post press Operations, Post-press is everything that takes place after the substrate have been printed. All published books are folded, cut, and bound into the final project. In Packaging cards are printed and transformed into unit boxes, and then all the components are assembled and packaged to create the final product.

Growing demand of expert worker in post press industry was the intention for development of these qualification packages. The experts of publishing and packaging industries from different geographical locations across Pakistan have participated in the development process of this competency standard of POST PRESS OPERATIONS to ensure input and ownership of all the stakeholders. NAVTTTC approves this competency standard on the recommendation of Qualification Development Committee (QDC).

Training in the course is based on defined competency standards, which are industry oriented. The traditional role of a trainer changes and shifts towards the facilitation of training. A trainer encourages and assists trainees to learn for themselves. As trainees learn at different pace, they might be well at different stages in their learning, thus learning must be tailored to suit individual needs.

The National Competency Standards shall be used as a referral document for the development of curricula, TLM & assessment evidence guides to be used in Technical & Vocational Education and Training.



## 2. PURPOSE OF THE QUALIFICATIONS

The purpose of these qualifications is to set high professional standards for Post press Operations job. These national qualifications will support training providers in enhancing the quality of training and assessment in Pakistan. The specific objectives of developing these qualifications are as under:

- Improve the overall quality of training delivery and setting national benchmarks for training of **Post Press Operations** in the country
- Provide flexible pathways and progressions to learners enabling them to receive relevant, up-to-date and recent skills
- Provide basic knowledge through competency-based assessment which is recognized and accepted by employers
- Establish a standardized and sustainable system of training for Post press operations in the country.

## 3. MAIN OBJECTIVE OF QUALIFICATION

The Post Press Operations have two main divisions include Publishing and Packaging which named as below;

- Post press printing operations - Publishing
- Post press printing operations – Packaging

Therefore, the CS is divided into two main streams having level 2 to 5 consists of theoretical and practical details required to perform post press Operations in publishing and packaging industry.

The main objectives of the qualification are focus on following competencies:

1. Perform Pre run operation
2. Interpret instructions on Docket for publishing
3. Interpret instructions on Docket for packaging
4. Perform Lamination
5. Perform Basic Manual Binding
6. Perform Gathering
7. Perform Saddle Stitching
8. Carry out Folding Operation
9. Perform Thread Stitch Binding
10. Perform Hot Glue binding
11. Perform Spiral Binding



12. Perform Hard Cover Binding
13. Perform Numbering Machine Operation
14. Perform Cutting & Trimming
15. Perform Die Cutting Operation
16. Perform Pasting Operation
17. Perform Hot Foil Stamping
18. Perform Waste Management
19. Perform quality inspection
20. Develop Communication Skill
21. Perform health and safety at work place
22. Develop Professionalism
23. Develop computer application skills
24. Develop entrepreneur skills
25. Carry out envelop making
26. Perform Embossing
27. Manage a team
28. Plan business activities
29. Address Basic Customer needs
30. Manage Human Resources
31. Manage Personal Finance
32. Solve Problems pertaining to health and safety
33. Develop Business Plan
34. Apply Information and Communication Skills
35. Solve problems at workplace
36. Perform Color Management
37. Develop layout and dummy

#### **4. DATE OF VALIDATION**

The level 2, 3, 4 and 5 of National Vocational Qualification on Post press operations - Publishing and Post press operations - Packaging have been validated by the Qualifications Development Committee (QDC) members on 26th to 28th of August 2019 and will remain in currency until December 2022.





## 5. CODES OF QUALIFICATIONS

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analyzing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

| ISCED Classification Post press Technologist |  |
|--|--|
| Code   | Description  |
| 0211PPOP1                                    | National Vocational Certificate level 2, in (Post press operations-Publishing) “ <b>Junior Binder</b> ”                |
| 0211PPOP1                                    | National Vocational Certificate level 3, in (Post press operations-Publishing) “ <b>Binder</b> ”                       |
| 0211PPOP3                                    | National Vocational Certificate level 4, in (Post press operations-Publishing) “ <b>Senior Binder</b> ”                |
| 0211PPOP4                                    | National Vocational Certificate level 2, in (Post press operations-Packaging) “Assistant Post Press operator”          |
| 0211PPOP5                                    | National Vocational Certificate level 3, in (Post press operations-Packaging) “ <b>Post Press operator</b> ”           |
| 0211PPOP6                                    | National Vocational Certificate level 4, in (Post press operations-Packaging) “ <b>Senior Post Press Operator</b> ”    |
| 0211PPOP7                                    | National Vocational Certificate level 5, ( <b>Diploma in Post press operations</b> ) “in charge Post Press Operations” |



## 6. ENTRY REQUIREMENTS

The entry for National Vocational Certificate **Post Press Operations** - Publishing and Packaging are given below:

| Title  | Entry requirements   |
|--|--|
| <b>National Vocational Certificate level 2, in (Post press Operations-Publishing) “Junior Binder “</b>               | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is the person must have middle (preferable matric).  |
| <b>National Vocational Certificate level 3, in (Post press Operations-Publishing) “Binder “</b>                      | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 2, in <a href="#">Post press operations</a> . Or this person must have Middle with 3 year experience of Post press Operations can also apply. |
| <b>National Vocational Certificate level 4, in (Post press Operations-Publishing) “senior Binder “</b>               | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in <a href="#">Post press operations</a> . Or this person must have Middle with 5 year experience of Post press Operations can also apply  |
| <b>National Vocational Certificate level 2, in (Post press Operations-Packaging) “Assistant Post Press operator”</b> | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is the person must have middle (preferable matric).  |
| <b>National Vocational Certificate level 3, in (Post press Operations-Packaging) “Post Press operator”</b>           | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 2, in <a href="#">Post press operations</a> . Or this person must have Middle with 3 year experience of Post press Operations can also apply. |



|   |   |
|---|---|
| <p><b>National Vocational Certificate level 4, in (Post press Operations- Packaging) “Senior Post Press Operator”</b></p> | <p>Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in <b>Post press operations</b>. Or this person must have Middle with 5 year experience of Post press Operations can also apply</p>  |
| <p><b>National Vocational Certificate level 5, in (Post press Operations) “in charge Post Press Operations”</b></p>       | <p>Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 4, in <b>Post press operations</b> “Senior Post Press Operator Or senior Binder”. Or this person must have intermediate with 5 year experience of post press operations can also apply.</p> |

**7. MEMBERS OF QUALIFICATIONS DEVELOPMENT COMMITTEE**

The following members are the qualifications development committee of these qualifications:

| Sr. No. | Name                      | Designation                           | Organization                               | Phone No.:   |
|---------|---------------------------|---------------------------------------|--|--------------|
| 1.      | Mr. Salman Haroon         | CEO                                   | Arafat Printing Press (Pvt) Ltd.           | 0300-9238366 |
| 2.      | Mr. Arif Hussain Siddique | Key account manager                   | Icon Design                                | 0300-9214137 |
| 3.      | Mr. Nabeel Afaque         | Manager                               | Mighty deals                               | 0333-2351546 |
| 4.      | Mr. Muhammad Waqas        | Assistant Manager                     | Merit Packaging Ltd                        | 0300-2474530 |
| 5.      | Mr. Shabbir Ahmed Qazi    | Sr. Master Trainer                    | MITI training center                       | 0300-8226967 |
| 6.      | Mr. Mirza Tahir Abbas     | Production Manager                    | The Time Press Pvt. Ltd.                   | 0333-2126790 |
| 7.      | Mr. Muhammad Owais Aqil   | Operational Engineer                  | Merit Packaging Ltd.                       | 0347-2765908 |
| 8.      | Mr. Farasat Paracha       | CEO                                   | Rajput Brothers                            | 0321-4175877 |
| 9.      | Mr. Humair Ali            | Senior Post Press Operator            | Arafat Printing Press Pvt. Ltd.            | 0300-3734955 |
| 10.     | Mr. Waqar Ali             | CEO                                   | Z.B Book Binding                           | 0333-2271582 |
| 11.     | Mr. Muhammad Yasir        | Assistant Director                    | NAVTTTC                                    | 0334-9166930 |
| 12.     | Mr. Kashif Ali            | Senior Post Press Operator            | Z.B book                                   | N/A          |
| 13.     | Mr. Naeem Ansari          | Technical Advisor                     | GIZ / TVET SSP                             | 0301-8626735 |
| 14.     | Mr. Muhammad Kamran       | Program Manager/DAC UM Facilitator    | Amantech Institute for Vocational Training | 0333-3133453 |
| 15.     | Mr. Asim Sheikh           | Qualification development facilitator | Free Lance Expert                          | 0331-2887140 |
| 16.     | Mr. Yousuf Naeem          | Production Manager                    | Paradise Press Pvt, Ltd.                   | 0321-2914286 |
| 17.     | Mr. Wali-ul-Hassan        | Business development manager          | MAS Printers                               | 0334-1562922 |



## 8. MEMBERS OF QUALIFICATIONS VALIDATION COMMITTEE

The following members participated in the qualifications development and validation of these qualifications:

| Sr. No. | Name                    | Designation                         | Organization                               | Phone no.    | Email  |
|---------|-------------------------|-------------------------------------|--|--------------|--|
| 1.      | Mr. Shabbir Ahmed Qazi  | Master trainer                      | MITI training center                       | 0300-8226967 | <a href="mailto:Shabbirqazi@gmail.com">Shabbirqazi@gmail.com</a>         |
| 2.      | Mr. Salman Haroon       | CEO                                 | Arafat Printing Press (Pvt) Ltd.           | 0300-9238366 | salmanharoon@hotmail.com   |
| 3.      | Mr. Sakhawat            | Instructor GCT                      | GCT Lahore                                 | 0333-4292096 | <a href="mailto:1964sakhawatali@gmail.com">1964sakhawatali@gmail.com</a> |
| 4.      | Mr. Mirza Tahir Abbas   | Production Manager                  | The Times Press                            | 0333-2126790 | <a href="mailto:tahirtpl@gmail.com">tahirtpl@gmail.com</a>               |
| 5.      | Mr. Muhammad Owais Aqil | Operational Engineer                | Merit Packaging Ltd                        | 0347-2765908 | m.owais0225@gmail.com  |
| 6.      | Mr. Waqar Ali           | CEO                                 | Z.B Book Binding                           | 0333-2271582 | N/A  |
| 7.      | Mr. Naeem Ansari        | Technical Advisor                   | GIZ / TVET SSP                             | 0301-8626735 | muhammad.ansari@giz.de   |
| 8.      | Mr. Asim Sheikh         | DACUM expert                        | Free Lance Expert                          | 0331-2887140 | <a href="mailto:Shaikhasimqamar@gmail.com">Shaikhasimqamar@gmail.com</a> |
| 9.      | Mr. Syed Wali-ul-Hassan | Business development manager        | MAS Printers                               | 0334-1562922 | <a href="mailto:Syed.wali86@gmail.com">Syed.wali86@gmail.com</a>         |
| 10.     | Mr. Mehmood Gul         | Coordinator to chairman for CBTA    | Sindh Board of Technical Education         | 0312-2712259 | Mehmood70@hotmail.com  |
| 11.     | Mr. Fayyaz Ahmed Soomro | Deputy Director (TE)                | NAVTTTC                                    | 0333-5499039 | fayyazasoomro@gmail.com  |
| 12.     | Muhammad Yousuf         | Production Manager                  | Paradise Press Pvt, Ltd.                   | 0321-2914286 | y.machiyara@gmail.com  |
| 13.     | Mr. Muhammad Kamran     | Program Manager / DACUM Facilitator | Amantech institute for vocational training | 0333-3133453 | Mkamran3350@gmail.com  |

## 9. REGULATIONS FOR THE QUALIFICATION

No specific regulations identified by QDC for the qualification.

**10. SUMMARY OF COMPETENCY STANDARDS**

| Code         | Competency Standards                            | Level | Contact Hours | Category   |
|--------------|---|-------|---------------|------------|
| 1.           | Perform Pre run operation                       | 2     | 3             | Functional |
| 2.           | Interpret instructions on Docket for publishing | 2     | 2             | Technical  |
| 3.           | Interpret instructions on Docket for packaging  | 2     | 2             | Technical  |
| 4.           | Perform Lamination                              | 2     | 18            | Technical  |
| 5.           | Perform Basic Manual Binding                    | 2     | 24            | Technical  |
| 6.           | Perform Saddle Stitching                        | 2     | 6             | Technical  |
| 7.           | Perform Hot Glue binding                        | 2     | 6             | Technical  |
| 8.           | Perform Pasting Operation                       | 2     | 18            | Technical  |
| 9.           | Perform health and safety at work place         | 2     | 3             | Functional |
| 10.          | Develop computer application skills             | 2     | 6             | Generic    |
| <b>Total</b> |   |       | <b>88</b>     |            |
| 1.           | Perform Gathering                               | 3     | 10            | Technical  |
| 2.           | Carry out Folding Operation                     | 3     | 24            | Technical  |
| 3.           | Perform Thread Stitch Binding                   | 3     | 10            | Technical  |
| 4.           | Perform Die Cutting Operation                   | 3     | 30            | Technical  |
| 5.           | Perform Waste Management                        | 3     | 3             | Functional |
| 6.           | Develop Professionalism                         | 3     | 3             | Generic    |



|              |  |   |           |            |
|--------------|--|---|-----------|------------|
| 7.           | Perform Embossing                              | 3 | 14        | Technical  |
| <b>Total</b> |  |   | <b>94</b> |            |
| 1.           | Perform Spiral Binding                         | 4 | 6         | Technical  |
| 2.           | Perform Hard Cover Binding                     | 4 | 15        | Technical  |
| 3.           | Perform Numbering Machine Operation            | 4 | 10        | Technical  |
| 4.           | Perform Cutting & Trimming                     | 4 | 16        | Technical  |
| 5.           | Perform Hot Foil Stamping                      | 4 | 16        | Technical  |
| 6.           | Develop Communication Skill                    | 4 | 3         | Generic    |
| 7.           | Carry out envelop making                       | 4 | 10        | Technical  |
| 8.           | Solve problems at workplace                    | 4 | 5         | Functional |
| <b>Total</b> |  |   | <b>81</b> |            |
| 1.           | Perform quality inspection                     | 5 | 25        | Technical  |
| 2.           | Develop entrepreneur skills                    | 5 | 5         | Functional |
| 3.           | Manage a team                                  | 5 | 5         | Generic    |
| 4.           | Plan business activities                       | 5 | 5         | Technical  |
| 5.           | Address Basic Customer needs                   | 5 | 5         | Technical  |
| 6.           | Manage Human Resources                         | 5 | 5         | Generic    |
| 7.           | Manage Personal Finance                        | 5 | 5         | Generic    |
| 8.           | Solve Problems pertaining to health and safety | 5 | 5         | Functional |
| 9.           | Develop Business Plan                          | 5 | 5         | Functional |
| 10.          | Apply Information and Communication Skills     | 5 | 5         | Generic    |



|   |                          |   |            |           |
|---|--------------------------|---|------------|-----------|
| 11.   | Perform Color Management | 5 | 10         | Technical |
| 12.   | Develop layout and dummy | 5 | 10         | Technical |
|   |                          |   | <b>90</b>  |           |
| <b>Grand Total Credits (Contact Hours = 3530)</b> |                          |   | <b>353</b> |           |

## 11. PACKAGING OF QUALIFICATION.

| Level   | Title                                  | Packages of Competency Standards   |
|---|--|--|
| <b>National Vocational Certificate level 2, in (Post press Operations-Publishing)</b> | <b>“Junior Binder”</b>                 | <ul style="list-style-type: none"> <li>• Perform Pre run operation</li> <li>• Interpret instructions on Docket for publishing</li> <li>• Perform Basic Manual Binding</li> <li>• Perform Saddle Stitching</li> <li>• Perform Hot Glue binding</li> <li>• Perform health and safety at work place</li> <li>• Develop computer application skills</li> </ul> |
| <b>National Vocational Certificate level 3, in (Post press Operations-Publishing)</b> | <b>“Binder”</b>                        | <ul style="list-style-type: none"> <li>• Carry out Folding Operation</li> <li>• Perform Gathering</li> <li>• Perform Thread Stitch Binding</li> <li>• Perform Waste Management</li> <li>• Develop Professionalism</li> </ul>   |
| <b>National Vocational Certificate level 4, in (Post press Operations-Publishing)</b> | <b>“Senior Binder”</b>                 | <ul style="list-style-type: none"> <li>• Perform Spiral Binding</li> <li>• Perform Hard Cover Binding</li> <li>• Perform Numbering Machine Operation</li> <li>• Perform Cutting &amp; Trimming</li> <li>• Develop Communication Skill</li> <li>• Solve problems at workplace</li> </ul>  |
| <b>National Vocational Certificate level 2,</b>                                       | <b>“Assistant Post Press operator”</b> | <ul style="list-style-type: none"> <li>• Perform Pre run operation</li> <li>• Interpret instructions on Docket for packaging</li> </ul>  |



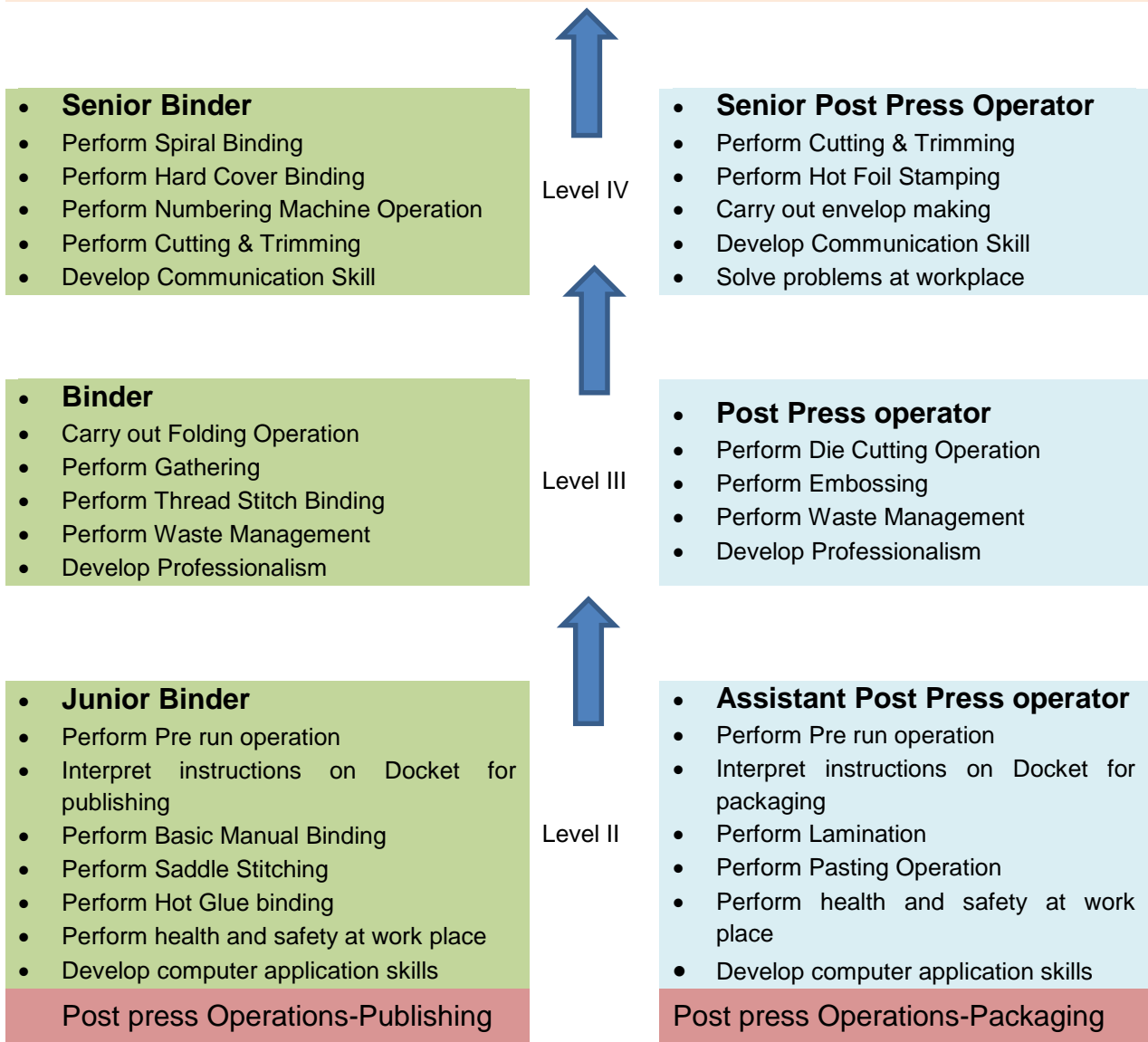


|   |   |   |
|---|---|---|
| <p><b>in (Post press Operations-Packaging)</b></p>  |   | <ul style="list-style-type: none"> <li>• Perform Lamination</li> <li>• Perform Pasting Operation</li> <li>• Perform health and safety at work place</li> <li>• Develop computer application skills</li> </ul>   |
| <p><b>National Vocational Certificate level 3, in (Post press Operations-Packaging)</b></p> | <p><b>“Post Press Operator”</b></p>             | <ul style="list-style-type: none"> <li>• Perform Die Cutting Operation</li> <li>• Perform Embossing</li> <li>• Perform Waste Management</li> <li>• Develop Professionalism</li> </ul>   |
| <p><b>National Vocational Certificate level 4, in (Post press Operations-Packaging)</b></p> | <p><b>“Senior Post Press Operator”</b></p>      | <ul style="list-style-type: none"> <li>• Perform Cutting &amp; Trimming</li> <li>• Perform Hot Foil Stamping</li> <li>• Carry out envelop making</li> <li>• Develop Communication Skill</li> <li>• Solve problems at workplace</li> </ul>   |
| <p><b>National Vocational Certificate level 5, in (Post press Operations)</b></p>           | <p><b>“In charge post press Operations”</b></p> | <ul style="list-style-type: none"> <li>• Perform Quality inspection</li> <li>• Develop entrepreneur skills</li> <li>• Manage a team</li> <li>• Plan business activities</li> <li>• Address Basic Customer needs</li> <li>• Manage Human Resources</li> <li>• Manage Personal Finance</li> <li>• Solve Problems pertaining to health and safety</li> <li>• Develop Business Plan</li> <li>• Apply Information and Communication Skills</li> <li>• Solve problems at workplace</li> <li>• Perform Color Management</li> <li>• Develop layout and dummy</li> </ul> |

## PACKAGING OF QUALIFICATION

The packaging of competencies is given as follows:

- **In-charge Post press Operations (Level V – Diploma)**
- Perform Quality inspection
- Develop entrepreneur skills
- Manage a team
- Plan business activities
- Address Basic Customer needs
- Manage Human Resources
- Manage Personal Finance
- Solve Problems pertaining to health and safety
- Develop Business Plan
- Apply Information and Communication Skills
- Perform Color Management
- Develop layout and dummy





## Competency Standard A - Perform Pre-Run Operation

**Overview:** This Competency Standard describes the performance outcomes of skills and knowledge required for a Post press operation to perform pre-run operation, in accordance with approved procedures. The learner will be expected to perform cleaning, maintain oil level in post press machine and perform dry run process safely.

| Competency Units                                     | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Perform cleaning in press room</b> | The learner will be able to:<br>P1- Perform daily cleaning surrounding post press machine as per instruction.<br>P2- Perform cleaning of the machine as per OEM manual.<br>P3- Perform cleaning of associated tools as per press room instruction.<br>P4- Perform periodic cleaning as per duty chart. |
| <b>CU-2</b><br><b>Maintain oil level</b>             | The learner will be able to:<br>P1. Check oil level in machine as recommended in machine manual.<br>P2. Maintain oil level as per machine manual.  |
| <b>CU-3</b><br><b>Perform Dry run</b>                | The learner will be able to:<br>P1- Perform Dry run procedure on post press machine as per instruction.<br>P2- Verify dry run through test run.  |
| <b>CU-4</b><br><b>Manage humidity in press room</b>  | The learner will be able to:<br>P1- Verify humidity of press room as per instruction.<br>P2-Apply humidity management techniques in press room.  |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- K1. State history and types of printing and post press operations.
- K2. Enlist main parts of post press machine.
- K3. Describe the importance of tidiness in press room.
- K4. Define the procedure of work place cleaning
- K5. Describe disadvantage of using low quality oil in machine.
- K6. Determine capacity of oil tank in post press machine.
- K7. List reasons to maintain oil level in machines.
- K8. Describe humidity & importance of manage humidity in press room environment.
- K9. Enlist method of humidity management in press room.
- K10. Define dry run.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent

In this competency standard:

- Perform cleaning of the machine and associated tools as per press room instruction & OEM manual
- Check oil level in machine as recommended in machine manual
- Verify dry run through test run.

## List of Tools and Equipment

| Sr. no. | Tools & Equipment  |
|---------|--------------------|
| 1.      | Allen key set      |
| 2.      | Spanner set        |
| 3.      | Tommy bar set      |
| 4.      | Adjustable spanner |
| 5.      | PPE's              |
| 6.      | Humidity meter     |
| 7.      | Cleaning brush     |
| 8.      | Oil can            |
| 9.      | Grease gun         |
| 10.     | Instruction manual |
| 11.     | Log book           |
| 12      | Screw driver set   |



## Competency Standard B- Interpret Instructions on Docket for Publishing

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for a post press operations to Interpret post printing instructions from detailed job order package or docket in accordance with approved procedures. The learner will be expected to determine job order details, verify the quality of material supplied for the job, check and verify paper sizing, cutting and finishing of the job on machine.

| Competency Units   | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Determine job order details</b>            | The learner will be able to:<br><br>P1- Determine job title from docket/job card.<br>P2- Verify availability of reference specimen in docket/job card.<br>P3- Determine quantity of job as per docket/job card requisition.<br>P4- Determine coating applications on from docket/job Card. |
| <b>CU-2</b><br><b>Verify dummy/sample for publishing</b>     | The learner will be able to:<br><br>P1- Verify page numbering sequence.<br>P2 - Verify binding format<br>P3 – Verify glue application as per dummy.  |
| <b>CU-3</b><br><b>Verify material quality for publishing</b> | The learner will be able to:<br><br>P1- Determine substrate type as per docket/job card.<br>P2- Determine grain of substrate as per docket/job card.<br>P3- Determine Gram per Square Meter (GSM) value of substrate as per docket/job card.<br>P4- Determine binding material             |
| <b>CU-4</b><br><b>Verify substrate sizing</b>                | The learner will be able to:<br><br>P1- Verify size of substrate as per docket/job card.<br>P2- Verify trimming of substrate as per requirement.   |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- K1. Importance of docket/job card and its interpretation
- K2. Enlist information available on docket/job card.
- K3. Define applications of coatings.
- K4. Define traceability marks.
- K5. Describe substrate.
- K6. Define GSM values.
- K7. Describe effects of variation in GSM values.
- K8. Define grain of substrate and its importance.
- K9. State importance of maintaining viscosity of glue.
- K10. State method of checking substrate sizes.
- K11. Describe effect of size variation on substrate.
- K12. State substrate trimming procedure.
- K13. Define artwork in printing industry.
- K14. Enlist binding material

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Verify page numbering sequence.
- Determine grain of substrate as per docket/job card requisition
- Verify size of substrate as per docket/job card
- Verify trimming of substrate for alternate size of job as per requirement.

## List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Micrometer        |
| 2.      | Measuring Scale   |
| 3.      | Log book          |



## Competency Standard C- Interpret Instructions on Docket for Packaging

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for a post press operations to Interpret post printing instructions from detailed job order package or docket in accordance with approved procedures. The learner will be expected to determine job order details, verify the quality of material supplied for the job, check and verify paper sizing, cutting and finishing of the job on machine.

| Competency Units  | Performance Criteria  |
|---|---|
| <b>CU-1</b><br><b>Determine job order details</b>           | The learner will be able to:<br><br>P1- Determine job title from docket/job card.<br>P2- Verify availability of reference specimen in docket/job card.<br>P3- Determine quantity of job as per docket/job card requisition.<br>P4- Determine coating applications on from docket/job Card.          |
| <b>CU-2</b><br><b>Verify art work/sample for packaging</b>  | The learner will be able to:<br><br>P1- Verify art work as per docket.<br>P2 -Verify pasting application as per dummy.  |
| <b>CU-3</b><br><b>Verify material quality for packaging</b> | The learner will be able to:<br><br>P1- Determine substrate type as per docket/job card.<br>P2- Determine grain of substrate as per docket/job card.<br>P3- Determine Gram per Square Meter (GSM) value of substrate as per docket/job card.<br>P4- Determine thickness of substrate as per docket. |
| <b>CU-4</b><br><b>Verify substrate sizing</b>               | The learner will be able to:<br><br>P1- Verify size of substrate as per docket/job card.<br>P2- Verify trimming of substrate as per requirement.  |



|  |   |
|--|---|
| <b>CU-5</b><br><b>Verify die as per docket</b>   | The learner will be able to:<br>P1- Verify die size as per specimen.<br>P2- Verify number of Ups as per docket<br>P3- Verify dimension of Ups as per docket |
| <b>CU-6</b><br><b>Verify Block as per docket</b> | The learner will be able to:<br>P1- Verify block size as per specimen.<br>P2- Verify number of Ups as per docket<br>P3- Verify type of block as per docket  |

## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- K1. Importance of docket/job card and its interpretation
- K2. Enlist information available on docket/job card.
- K3. Define applications of coatings.
- K4. Define traceability marks.
- K5. Define die and block.
- K6. State precautions to be taken in die and block handling.
- K7. Describe substrate.
- K8. Define GSM values.
- K9. Describe effects of variation in GSM values.
- K10. Define grain of substrate and its importance.
- K11. State importance of maintaining viscosity of glue.
- K12. State method of checking substrate sizes.
- K13. Describe effect of size variation on substrate.
- K14. State substrate trimming procedure.
- K15. Define artwork in printing industry.





### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Determine grain of substrate as per docket/job card requisition
- Verify size of substrate as per docket/job card
- Verify number of Ups as per docket
- Verify trimming of substrate for alternate size of job as per requirement.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment          |
|---------|----------------------------|
| 1.      | Micrometer                 |
| 2.      | Measuring Scale            |
| 3.      | Log book                   |
| 4.      | Weighing Scale with cutter |
| 5.      | Die and Block Specimen     |



## Competency Standard D - Perform Lamination

**Overview:** This Competency Standard describes the performance outcomes of skills and knowledge required for a Post press operations to perform lamination, in accordance with approved procedures. The learner will be expected to perform substrate handling, verify lamination film, make ready work station for lamination operation, perform lamination operation, perform post production & maintain log book.

| Competency Units  | Performance Criteria  |
|---|---|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                      | The learner will be able to:<br>P1- Verify side-lay & front-lay of the printed substrate<br>P2- Perform Substrate Stacking<br>P3- Verify the side of lamination<br>P4- Verify the Substrate size for lamination   |
| <b>CU-2</b><br><b>Verify Lamination films as per docket</b>           | The learner will be able to:<br>P1- Verify the type of the lamination film<br>P2- Verify the thickness of the lamination film<br>P3- Verify size of the lamination film roll  |
| <b>CU-3</b><br><b>Make ready workstation for lamination operation</b> | The learner will be able to:<br>P1- Adjust the feeder according to the job<br>P2- Mount the film roll on to the machine<br>P3- Mount the delivery drum on the machine<br>P4- Mount the conveyer blanket as per instruction.<br>P5- Adjust the viscosity of the glue in a container as per job requirement<br>P6- Mount the glue pot & fill-up with the glue<br>P7- Adjust the front-lay & the side-lay<br>P8- Adjust the flow of glue<br>P9- Perform test run |



|  |   |
|--|---|
| <b>CU-4</b><br><b>Perform lamination operation</b>     | The learner will be able to:<br><br>P1- Maintain viscosity of the glue during the lamination<br>P2- Adjust the speed as per substrate<br>P3- Check & maintain the quality of lamination<br>P4- Maintain the Glue level in the glue pot  |
| <b>CU-5</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the delivery drum from the machine as per instruction<br>P2- Clean the roller as per instruction<br>P3- Empty & clean glue pot<br>P4- Clean-up the feeder conveyor blanket (Clean machine and tool as per instruction)<br>P5- Perform sheet separation |
| <b>CU-6</b><br><b>Maintain log Book</b>                | The learner will be able to:<br><br>P1-Record the final counter along-with the wastages<br>P2- Record downtime during lamination operation  |

## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- K1. Describe the Importance of the front-lay & side-lay.
- K2. Define Importance of the substrate stacking.
- K3. Enlist the types of lamination film.
- K4. Importance of maintaining viscosity of the glue.
- K5. Enlist the main parts of machine.
- K6. Technique involved in sheet separation process.
- K7. Quality checks involved in the lamination.
- K8. Importance of the cleaning after lamination.
- K9. Quality checks of the lamination process.



## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Verify side-lay & front-lay of the printed substrate
- Perform Substrate Stacking
- Verify the side of lamination
- Verify the type of the lamination film
- Mount the film roll on to the machine
- Mount the conveyer blanket as per instruction
- Clean the roller as per instruction

## List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Micrometer        |
| 2.      | knife             |
| 3.      | DIN cup           |
| 4.      | Measuring Scale   |



## Competency Standard E – Perform Basic Manual Binding

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform basic manual binding, in accordance with approved procedures. The learner will be expected to perform substrate handling, perform paper counting, Perform Manual numbering, Perform creasing and perforation, bind gum pads, perform manual folding, perform post production activities, and maintaining log book.

| Competency Units                                       | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Perform substrate handling</b>       | The learner will be able to:<br>P1- Verify side lay and front lay as per instruction.<br>P2- Prepare paper stacking as per instruction.  |
| <b>CU-2</b><br><b>Perform paper counting</b>           | The learner will be able to:<br>P1- Perform Paper fanning as per procedure.<br>P2- Count substrate as per instruction.<br>P3- Stack the counted sheets as per instruction.   |
| <b>CU-3</b><br><b>Perform manual numbering</b>         | The learner will be able to:<br>P1- Prepare numbering ink as per docket<br>P2- Adjust number sequence of numbering stamp as per docket<br>P3- Verify ink pad filling and impression quality<br>P4- Stamp numbering as per docket.  |
| <b>CU-4</b><br><b>Perform creasing and perforation</b> | The learner will be able to:<br>P1- Verify front lay and side lay of printed substrate as per instruction.<br>P-2 Adjust impression for perforation/creasing as per instruction.<br>P3- Adjust perforation/creasing as per docket<br>P4- Carryout perforation/creasing as per instruction. |



|   |   |
|---|---|
| <p><b>CU-5</b><br/><b>Bind gum pads</b></p>                   | <p>The learner will be able to:</p> <p>P1- Verify front lay and side lay of printed substrate as per instruction.<br/>P2- Stack the counted sheets as per docket<br/>P3- Insert the separator card as per docket<br/>P4- Apply the glue on binding side with a sponge.<br/>P5- Separate the pad with the knife.<br/>P6- Paste the cover page on the pad as per docket</p> |
| <p><b>D-6</b><br/><b>Perform manual folding</b></p>           | <p>The learner will be able to:</p> <p>P1- Verify front lay and side lay of printed substrate as per instruction.<br/>P2- Verify folding position of the printed substrate as per docket.<br/>P3- Verify page numbering sequence as per instruction.<br/>P4- Carryout manual folding operation as per instruction.</p>  |
| <p><b>D-7</b><br/><b>Perform post production activity</b></p> | <p>The learner will be able to:</p> <p>P1- Clean the ink from the numbering machine.<br/>P2- Clear the work station.<br/>P3- Stack the finished items as per instruction.<br/>P4- Dispatch the bundle for trimming.</p>   |
| <p><b>D-8</b><br/><b>Maintain log book</b></p>                | <p>The learner will be able to:</p> <p>P1-Record the final count along with the wastages<br/>P2- Record the down time.</p>  |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Identify side lay and front lay.
- K2. Describe the purpose of fanning
- K3. List types of numbering
- K4. Describe manual folding operation
- K5. Describe types of binding
- K6. Describe the importance of creasing and perforation.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare substrate according to docket/job order.
- Perform manual folding
- Carryout creasing as per instruction

## List of Tools and Equipment

| Sr. no. | Tools & Equipment   |
|---------|---------------------|
| 1.      | Scissor & thin rope |
| 2.      | Knife               |
| 3.      | Allen key set       |
| 4.      | Screw driver set    |
| 5.      | Spanner set         |
| 6.      | sponge              |
| 7.      | Line man's Plier    |



## Competency Standard F- Perform Gathering

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for a post press operations to Interpret gathering instructions from detailed job order package or docket in accordance with approved procedures. The learner will be expected to handle substrate, verify form sequence, page numbers and pile up the gathered forms. Mathematical skills are underpinning knowledge and skills for the Competency Standard.

| Competency Units                                       | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Perform substrate handling</b>       | The learner will be able to:<br><br>P1- Verify binding side as per docket/dummy.<br>P2- Perform Substrate Stacking as per instruction/dummy. |
| <b>CU-2</b><br><b>Verify form sequence</b>             | The learner will be able to:<br><br>P1- Verify form number as per docket.<br>P2- Arrange form sequence as per binding instruction.           |
| <b>CU-3</b><br><b>Verify page number</b>               | The learner will be able to:<br><br>P1- Verify page number sequence as per dummy<br>P2- Get approval of page sequence from supervisor        |
| <b>CU-4</b><br><b>Pile up gathered forms</b>           | The learner will be able to:<br><br>P1- Set gathered forms as per instruction<br>P2- Perform gathering as per dummy.                         |
| <b>CU-5</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Tie the gathered forms as per instruction<br>P2- Clean workstation as per instruction                |





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|---|--|
| <b>CU-6</b><br><b>Maintain log book</b> | The learner will be able to:<br><br>P1- Record the final counter along-with the wastages<br>P2- Record downtime during gathering operation |
|---|--|

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Describe binding and its type.
- K2. Define gathering and identify its arrangements
- K3. Define Importance of form numbers.
- K4. Define types of page numbers.
- K5. Understand types of gathered form stacking.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Verify page numbering sequence.
- Set gathered forms as per instruction

### List of Tools and Equipment

| Sr. no. | Tools & Equipment          |
|---------|----------------------------|
| 1.      | Scissor                    |
| 2.      | Knife                      |
| 3.      | Bone folder (Folder stick) |



## Competency Standard G – Perform Saddle Stitching

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform Saddle Stitch, in accordance with approved procedures. The learner will be expected to perform substrate handling, select correct wire, perform saddle stitch, perform post production activities, and maintaining log book.

| Competency Units  | Performance Criteria  |
|---|---|
| <b>CU-1</b><br><b>Perform substrate handling</b>                  | The learner will be able to:<br>P1- Verify side lay and Front lay of the printed substrate<br>P2- Prepare paper stacking as per instruction.                                  |
| <b>CU-2</b><br><b>Select wire as per job</b>                      | The learner will be able to:<br>P1- Select the wire size as per instruction<br>P2- Verify wire size with the help of wire gauge   |
| <b>CU-3</b><br><b>Make ready workstation for saddle stitching</b> | The learner will be able to:<br>P1- Adjust pin table as per instruction.<br>P2- Adjust the size of the stitch wire as per dummy.<br>P3- Adjust stitch type as per dummy       |
| <b>CU-4</b><br><b>Perform saddle stich machine operation</b>      | The learner will be able to:<br>P1- Make a sample copy as per instruction.<br>P2- Get approval from the supervisor<br>P3- Perform saddle stitch operation as per instruction. |



|  |  |
|--|--|
| <b>CU-5</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Stack the finished items as per instruction.<br>P2- Clean the machine & workstation as per instruction.    |
| <b>CU-6</b><br><b>Maintain log book</b>                | The learner will be able to:<br><br>P1- Record the final count along with the wastages<br>P2- Record the down time during saddle stitch operation. |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1- Enlist the checking parameters of wire
- K2- Describe the importance of wire gauge
- K3- Explain types of saddle stitch operation
- K4- Describe the importance of stitch size

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Demonstrate setting of saddle stitching table.
- Perform Saddle stitch operation.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Allen key set     |
| 2.      | Screw driver set  |
| 3.      | Spanner set       |
| 4.      | Plier set         |



## Competency Standard H – Carry out Folding Operation

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform folding machine operations. A learner will be expected to perform substrate handling, Verify material quality, perform folding machine operation, maintain housekeeping and log book.

| Competency Units   | Performance Criteria  |
|--|---|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                   | The learner will be able to:<br><br>P1- Verify side-lay & front-lay of substrate as per instruction.<br>P2- Verify page number sequence as per dummy.   |
| <b>CU-2</b><br><b>Make ready workstation for folding operation</b> | The learner will be able to:<br><br>P1- Adjust paper size on feeder as per substrate.<br>P2- Pile up paper into the feeder.<br>P3- Adjust feeder setting as per substrate<br>P4- Adjust transfer rollers as per instruction<br>P5- Adjust folding grill as per folding mark<br>P6- Adjust folding knife on folding mark as per instruction.<br>P7- Adjust transfer belt as per substrate.<br>P8- Adjust delivery trolley as per instruction.<br>P9- Adjust counter setting as per instruction.<br>P10- perform test run |
| <b>CU-3</b><br><b>Perform Folding machine operation</b>            | The learner will be able to:<br><br>P1- Get approval of folded form from the supervisor.<br>P2- Carry out folding machine operation as per instruction<br>P3- Check & maintain the quality of folding machine operation.<br>P4- Tie up the bundles as per instruction   |



|  |  |
|--|--|
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the waste material as per instruction<br>P2- Clean the work station as per instruction          |
| <b>CU-5</b><br><b>Maintain log Book</b>                | The learner will be able to:<br><br>P1-Record the final counter along-with the wastages<br>P2-Record downtime during folding machine operation |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Identify side lay and front lay of substrate.
- K2. Describe the types of folding.
- K3. Describe the importance of feeder.
- K4. Understand the procedure of folding operation
- K5. Describe the importance of maintaining/cleaning of work station.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Adjust paper size on feeder as per substrate
- Adjust folding grill as per folding mark
- Carry out folding machine operation as per instruction

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Spanner set       |
| 2.      | Allen key set     |
| 3.      | Grease gun        |
| 4.      | Measuring scale   |
| 5.      | Oil can           |



## Competency Standard I – Perform Thread Stitch Binding

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform thread stitch binding operations. A learner will be expected to manage substrate handling, perform thread stitch binding operation, maintain housekeeping and log book.

| Competency Units   | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                                 | The learner will be able to:<br><br>P1- Verify binding side of book as per instruction.<br>P2- Verify page number sequence of gathered book as per dummy.<br>P3- Perform stacking of gathered book as per instruction.                             |
| <b>CU-2</b><br><b>Make ready workstation for thread stitch binding operation</b> | The learner will be able to:<br><br>P1- Adjust book clamping as per instruction<br>P2- Adjust required needle as per instruction<br>P3- Set required thread as per docket.<br>P4- Adjust thread cutting as per instruction<br>P5- Perform test run |
| <b>CU-3</b><br><b>Perform thread stitch binding operation</b>                    | The learner will be able to:<br><br>P1- Get approval from the supervisor.<br>P2- Carry out thread stitch binding machine operation as per instruction<br>P3- Check & maintain the quality of thread stitch binding machine operation.              |



|  |  |
|--|--|
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the waste material as per instruction<br>P2- Clean the work station as per instruction          |
| <b>CU-5</b><br><b>Maintain log Book</b>                | The learner will be able to:<br><br>P1-Record the final counter along-with the wastages<br>P2-Record downtime during folding machine operation |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Describe the types of needle.
- K2. Describe the types and use of Thread.
- K3. Describe the importance of clamping.
- K4. Understand the procedure thread stitch binding operation.
- K5. Describe the importance of maintaining/cleaning of work station.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Adjust book clamping as per instruction
- Adjust required needle as per instruction
- Set required thread as per docket

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Spanner set       |
| 2.      | Allen key set     |
| 3.      | Grease gun        |
| 4.      | Measuring scale   |
| 5.      | Oil can           |



## Competency Standard J – Perform Hot Glue Binding

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform hot glue binding operations. A learner will be expected to manage substrate handling, Verify glue quality, perform hot glue binding operation, maintain housekeeping and log book.

| Competency Units  | Performance Criteria  |
|---|---|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                            | The learner will be able to:<br><br>P1- Verify side-lay & front-lay of cover as per instruction.<br>P2- Verify page number sequence of gathered forms as per dummy.<br>P3- Perform stacking of gathered forms as per instruction<br>P4- Perform bending of cover on the crease.   |
| <b>CU-2</b><br><b>Make ready workstation for hot glue binding operation</b> | The learner will be able to:<br><br>P1- Adjust glue heater temperature as per instruction.<br>P2- Adjust binding clamps as per spine size.<br>P3- Adjust spine cutter/notching as per instruction.<br>P4- Adjust glue wheel height as per required.<br>P5- Adjust volume of glue as per instruction.<br>P6- Adjust cover spine setting as per instruction<br>P7- Perform test run |
| <b>CU-3</b><br><b>Perform hot glue binding operation</b>                    | The learner will be able to:<br><br>P1- Get approval of bind book from the supervisor.<br>P2- Carry out hot glue binding machine operation as per instruction<br>P3- Check & maintain the quality of folding machine operation.<br>P4- Stack the bind book for three side trimming operation.   |





|  |  |
|--|--|
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the waste material as per instruction<br>P2- Clean the work station as per instruction          |
| <b>CU-5</b><br><b>Maintain log Book</b>                | The learner will be able to:<br><br>P1-Record the final counter along-with the wastages<br>P2-Record downtime during folding machine operation |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Identify side lay and front lay of substrate.
- K2. Understand the use of hot glue.
- K3. Describe the importance and function of spine cutter.
- K4. Understand the procedure of hot glue binding operation
- K5. Describe the importance of maintaining/cleaning of work station.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Adjust glue heater temperature as per instruction
- Adjust binding clamps as per spine size.
- Adjust spine cutter as per instruction.
- Adjust glue wheel height as per required.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Spanner set       |
| 2.      | Allen key set     |
| 3.      | Grease gun        |
| 4.      | Measuring scale   |
| 5.      | Oil can           |



## Competency Standard K – Perform Spiral Binding

**Over view:** This Competency Standard describes the performance outcomes of skills and knowledge required for post press operations to perform Spiral binding, in accordance with approved procedures. The learner will be expected to perform substrate handling, verify spiral material, make ready workstation for spiral binding operation, perform spiral binding, perform post production activity and maintain log book.

| Competency Units  | Performance Criteria  |
|---|---|
| <b>CU-1</b><br><b>Perform substrate handling</b>                          | The learner will be able to:<br><br>P1- Verify side lay and Front lay of the printed substrate.<br>P2- Verify page number sequence as per dummy<br>P3- Prepare paper stacking.  |
| <b>CU-2</b><br><b>Verify spiral/wire-o material and size</b>              | The learner will be able to:<br><br>P1. Select the wire as per Docket<br>P2- Verify spiral/wire-o with the help of wire gauge   |
| <b>CU-3</b><br><b>Make ready workstation for spiral binding operation</b> | The learner will be able to:<br><br>P1- Verify hole punch size as per instruction.<br>P2- Adjust punch machine impression as per instruction<br>P3- Adjust spiral/wire-o as per book/ calendar size.<br>P4- Adjust wire-o closer as per instruction.<br>P5- Perform test run.   |
| <b>CU-4</b><br><b>Perform spiral binding operation room</b>               | The learner will be able to:<br><br>P1-Perform punching on the binding side of the book as per docket.<br>P2- Insert wire/spiral on the binding side of the book as per instruction.<br>P3 - Make a sample copy for approval from supervisor.<br>P4- Press wire-o as per approved sample.<br>P5- Perform Spiral binding operation as per approved sample. |



|  |   |
|--|---|
| <b>CU-5 perform post production activity</b> | The learner will be able to:<br><br>P1- Stack the finished items as per instruction.<br>P2- Clear the workstation   |
| <b>CU-6 Maintain log book</b>                | The learner will be able to:<br><br>P1- Record the final count along with the wastages<br>P2- Record the down time. |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1- Define number of punch holes per inch as per wire/spiral size
- K2- Advantages of spiral/wire-o binding
- K3- Enlist the regular sizes of spiral
- K4- Enlist the tools required for spiral binding

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent

In this competency standard:

- Must know the correct side of the book
- Must know how to stretch wire-o according to the book size.
- Must know how to lock the spiral on book.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment    |
|---------|----------------------|
| 1.      | Cutter plier         |
| 2.      | Spanner set & hammer |
| 3.      | Nose Plier           |
| 4.      | Allen key set        |
| 5.      | Screw driver set     |
| 6.      | Heavy duty scissor   |
| 7.      | Vernier caliper      |



## Competency Standard L – Perform Hard cover Binding

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform hard cover binding operation. A learner will be expected to manage substrate handling, Verify material quality, perform hard cover binding, maintain housekeeping and log book.

| Competency Units   | Performance Criteria  |
|--|---|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                           | The learner will be able to:<br><br>P1- Verify cover side-lay & front-lay of substrate as per docket.<br>P2- Verify dust cover size as per docket   |
| <b>CU-2</b><br><b>Verify Material quality</b>                              | The learner will be able to:<br>P1- Verify Grey board size as per docket.<br>P2- Verify the spine of sewed book as per docket.<br>P3- Verify ounce (OZ) of grey board as per docket.<br>P4- Verify bookmark ribbon size/colour as per docket.<br>P5- Verify Zip size as per docket<br>P6- Verify glue viscosity as per instruction. |
| <b>CU-3</b><br><b>Prepare workstation for Hard cover binding operation</b> | The learner will be able to:<br><br>P1- Set the quad on table to place the cover as per instruction.<br>P2- Fill the glue in the glue pot<br>P3- Perform Substrate Stacking as per instruction.   |
| <b>CU-4</b><br><b>Prepare Hard cover</b>                                   | The learner will be able to:<br><br>P1- Apply glue on cover as per instruction<br>P2- Place the grey board as per instruction<br>P3- Fold and press the cover on grey board as per instruction  |



|  |   |
|--|---|
| <p><b>CU-5</b><br/><b>Perform Hard cover binding operation</b></p> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Apply glue on spine of sewed book.</li><li>P2- Press the spine of dried glue book as per instruction</li><li>P3- Perform three side trimming as per instruction</li><li>P4- Paste bookmark ribbon and Zip on the book spine as per instruction</li><li>P5- Paste binding cloth/paper on the spine of a book.</li><li>P6- Place the dried book inside the hard cover as per instruction.</li><li>P7- Apply the glue on first blank page and press it gently.</li><li>P8- Apply the glue on last blank page and press it gently.</li><li>P9- Get approval from the supervisor</li><li>P10- Carry out Hard cover binding operation as per instruction</li><li>P11- Check &amp; maintain the quality of hard cover binding operation.</li></ul> |
| <p><b>CU-6</b><br/><b>Perform post production activity</b></p>     | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Remove the waste material as per instruction</li><li>P2- Clean the work station as per instruction</li></ul>  |
| <p><b>CU-7</b><br/><b>Maintain log Book</b></p>                    | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Record the final counter along-with the wastages</li><li>P2-Record downtime during hard cover binding operation</li></ul>   |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Identify side lay and front lay of cover.
- K2. Describe the types of cover.
- K3. Describe the types of grey board
- K4. Describe the importance and application of glue
- K5. Understand the procedure of hard cover preparation
- K6. Understand the procedure of hard cover binding operation
- K7. Enlist the material used in hard cover binding operation
- K8. Describe the importance of maintaining/cleaning of work station.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare hard cover.
- Perform three side trimming as per instruction
- Apply the glue on first blank page and press it gently.
- Apply the glue on last blank page and press it gently.

## List of Tools and Equipment

| Sr. No. | Tools & Equipment                |
|---------|----------------------------------|
| 1.      | Paint brush                      |
| 2.      | Scissor                          |
| 3.      | Measuring scale                  |
| 4.      | Paper cutter                     |
| 5.      | Weighing scale with cutter       |
| 6.      | Grey board cover & stitched book |



## Competency Standard M – Perform Numbering Machine Operation

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform numbering machine operation. A learner will be expected to manage substrate handling, Make ready workstation for numbering machine operation, perform numbering operation, maintain housekeeping and log book.

| Competency Units  | Performance Criteria   |
|---|--|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                              | The learner will be able to:<br>P1- Verify side lay and front lay of the printed substrate.<br>P2- Prepare paper stacking as per instruction.  |
| <b>CU-2</b><br><b>Make ready workstation for numbering machine operation.</b> | The learner will be able to:<br>P1- Prepare numbering ink as per docket<br>P2- Adjust numbering sequence as per docket<br>P3- Adjust feeder as per substrate size.<br>P4- Stack substrate in machine feeder<br>P5-Adjust air vacuum of feeder as per substrate.<br>P6- Adjust substrate delivery as per substrate size.<br>P7- Adjust numbering impression as per instruction. |
| <b>CU-3</b><br><b>Perform numbering machine operation</b>                     | The learner will be able to:<br>P1- Make a sample copy as per docket.<br>P2- Get approval from the supervisor<br>P3- Print numbering as per docket.  |
| <b>CU-4</b><br><b>Perform post production activity</b>                        | The learner will be able to:<br>P1- Stack the finished items as per SOP.<br>P2- Clean ink on the numbering unit.<br>P3- Clear the workstation and machine.<br>P4- Ensure house-keeping of workplace.   |



|                                    |  |
|------------------------------------|--|
| <b>CU-5<br/>Maintain log book.</b> | The learner will be able to:<br><br>P1- Record the final count along with the wastages<br><br>P2- Record the down time during numbering machine operation. |
|------------------------------------|--|

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Verify side lay and front lay of the printed substrate.
- K2. Understand function of feeder function.
- K3. Understand method of numbering impression
- K4. Describe Importance of cleaning.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Demonstrate feeder adjustment
- Print numbering as per docket.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Allen key set     |
| 2.      | Spanner set       |
| 3.      | Ink knife         |
| 4.      | Numbering unit    |





## Competency Standard N – Perform Cutting and Trimming

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform cutting and trimming machine operation. A learner will be expected to manage substrate handling, Make ready workstation, perform cutting and trimming operation, maintain housekeeping and log book.

| Competency Units   | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                                 | The learner will be able to:<br>P1- Verify grain of the substrate<br>P2- Verify Gram per square meter (GSM) of the substrate<br>P3- Prepare paper stacking/jogging   |
| <b>CU-2</b><br><b>Make ready workstation for cutting and trimming operation.</b> | The learner will be able to:<br>P1- Fix cutting knife as per instruction.<br>P2- Adjust knife impression as per instruction<br>P3- Verify cutting knife fixing.<br>P4- Fix cutting stick in machine as per OEM.<br>P5- Feed cutting program as per docket. |
| <b>CU-3</b><br><b>Perform cutting and trimming operation</b>                     | The learner will be able to:<br>P1- Make a sample trim/cut for approval from supervisor.<br>P2- Carryout cutting/trimming operation as per instruction   |
| <b>CU-4</b><br><b>Perform post production activity</b>                           | The learner will be able to:<br>P1- Stack the finished items on pallets as per instruction.<br>P2- Store the segregated trimmed waste at the designated bin.<br>P3- Clear the workstation.   |



|  |   |
|--|---|
| <b>CU-5</b><br><b>Maintain log book.</b> | The learner will be able to:<br><br>P1- Record the final count along with the wastages<br>P2- Record the down time. |
|--|---|

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1- Describe types of substrate
- K2- List the programming parameters
- K3- Describe the standard paper sizes.
- K4- Understand the use of measuring instrument (scale, calculator, weight machine)

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Feed cutting program as per docket.
- Verify Gram per square meter (GSM) of the substrate
- Make a sample trim/cut for approval from supervisor.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Spanner set       |
| 2.      | Oil can           |
| 3.      | Tommy bar         |
| 4.      | Grease gun        |



## Competency Standard O – Perform Die cutting operation

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform die cutting operation. A learner will be expected to manage substrate handling, perform cutting, perform post production activities, and maintain log book.

| Competency Units   | Performance Criteria   |
|--|--|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                       | The learner will be able to:<br><br>P1- Verify side-lay & front-lay of the printed substrate<br>P2- Verify the GSM of the substrate as per docket.<br>P3- Verify thickness of substrate as per docket.<br>P4- Verify substrate size as per docket.<br>P5- Verify the grain of substrate as per docket.<br>P6- Perform Substrate Stacking as per instruction. |
| <b>CU-2</b><br><b>Verify Die as per docket</b>                         | The learner will be able to:<br>P1- Verify the die ups as per docket<br>P2- Verify creasing matrix requirement as per thickness of the substrate.  |
| <b>CU-3</b><br><b>Make ready workstation for die cutting operation</b> | The learner will be able to:<br><br>P1- Perform nicking on cutting blade as per instruction<br>P2- Set the die rubber on to the die<br>P3- Mount the die on to the machine chase.<br>P4- Mount machine chase on die cutting machine<br>P5- Set the creasing matrix on the creasing rule.   |



|  |  |
|--|--|
|  | <p>P6- Make position setting of die with the help of cutting paper/Carbon paper</p> <p>P7- Perform Substrate Stacking in to the feeder</p> <p>P8- Adjust the head-lay &amp; the side-lay</p> <p>P9- Adjust the impression as per job requirement</p> <p>P10- Adjust the feeder according to the job</p> <p>P11- Perform test run</p> |
| <p><b>CU-4</b><br/><b>Perform die cutting operation</b></p>    | <p>The learner will be able to:</p> <p>P1- Get approval from the supervisor</p> <p>P2- Carry out cutting operation as per instruction</p> <p>P3- Check &amp; maintain the quality of die cutting</p>   |
| <p><b>CU-5</b><br/><b>Perform post production activity</b></p> | <p>The learner will be able to:</p> <p>P1- Remove the die and cutting plate from the machine as per instruction</p> <p>P2- Clean the cutting plate as per instruction</p> <p>P3- Remove the pile form feeder and delivery.</p> <p>P4- Clean the machine &amp; workplace</p>  |
| <p><b>CU-6</b><br/><b>Maintain log Book</b></p>                | <p>The learner will be able to:</p> <p>P1- Record the final counter along-with the wastages</p> <p>P2- Record downtime during die cutting operation</p>  |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Define side lay and front lay.
- K2. Describe the purpose of fanning.
- K3. Define creasing matrix.
- K4. Describe elements of make ready for a new die cutting job.
- K5. Describe die cutting operation.
- K6. Describe the importance of creasing and rule thickness and height.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare substrate according to docket/job order.
- Verify Die as per dockets
- Perform Make ready by cutting and applying creasing matrix

## List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Allen key set     |
| 2.      | Spanner set       |
| 3.      | Scissor           |
| 4.      | Die Rubber        |
| 5.      | Nicking tool      |
| 6.      | Wood hammer       |
| 7.      | Oil Can           |
| 8.      | Grease gun        |



## Competency Standard P – Perform Pasting Operation

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform pasting operation. A learner will be expected to manage substrate handling, perform pasting, perform post production activities, and maintain log book.

| Competency Units   | Performance Criteria  |
|--|---|
| <b>CU-1<br/>Perform Substrate handling</b>                   | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Verify glue flap of the die cut substrate</li><li>P2- Perform Substrate Stacking as per instruction.</li><li>P3- Verify the thickness/GSM value of the substrate as per docket.</li><li>P4- Verify the Length and width of the skillet/unit box as per docket</li></ul>   |
| <b>CU-2<br/>Make ready workstation for pasting operation</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Adjust the feeder according to the job</li><li>P2- Adjust pre-glue / pre-fold belts according to the job</li><li>P3- Adjust glue flap folding station according to the job</li><li>P4- Adjust 3rd fold station according to the job</li><li>P5- Adjust glue pot station according to the job</li><li>P6- Adjust post-glue belts according to the job.</li><li>P7- Adjust the impression and speed of delivery belt as per job requirement</li><li>P8- Adjust Glue viscosity as per job requirement</li><li>P9- Adjust flow of glue as per job requirement</li><li>P10- Adjust the delivery conveyer belt pressure as per job requirement.</li><li>P11- Adjust the counter photocell and kick according to the job</li><li>P12- Perform test run</li></ul> |
| <b>CU-3<br/>Perform pasting operation</b>                    | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Get approval from the supervisor</li><li>P2- Carry out cutting operation as per instruction</li><li>P3- Check &amp; maintain the quality of pasting.</li></ul>  |



|  |  |
|--|--|
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the Glue pot from the machine as per instruction<br>P2- Clean the glue pot as per instruction<br>P3- Remove the pile form feeder and delivery.<br>P4- Clean the machine & workplace |
| <b>CU-5</b><br><b>Maintain Log book</b>                | The learner will be able to:<br><br>P1- Record the final counter along-with the wastages<br>P2- Record downtime during die cutting operation   |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. State health and safety precautions of the pasting machine.
- K2. Identify glue flap.
- K3. Identify purpose of glue viscosity
- K4. Describe purpose of feeder station.
- K5. Describe purpose of Pre-glue station.
- K6. Describe purpose of glue pot station.
- K7. Describe purpose of Post-glue station.
- K8. Describe purpose of Delivery station.
- K9. Describe the importance of glue position on glue flap.



## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Glue Viscosity.
- Feeder adjustment
- Glue pot adjustment
- Delivery adjustment
- Counter kick setting.

## List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Allen key set     |
| 2.      | Spanner set       |
| 3.      | Scissor           |
| 4.      | Oil can           |
| 5.      | Viscosity cup     |
| 6.      | Measuring tape    |
| 7.      | Grease gun        |
| 8.      | Plier set         |





## Competency Standard Q – Perform Hot foil stamping

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform hot foil stamping operation. A learner will be expected to manage substrate handling, perform hot foil stamping, perform post production activities, and maintain log book.

| Competency Units   | Performance Criteria  |
|--|---|
| <b>CU-1</b><br><b>Perform Substrate handling</b>             | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Verify side-lay &amp; front-lay of the printed substrate</li><li>P2- Perform Substrate Stacking as per instruction.</li><li>P3- Verify the thickness and GSM value of the substrate.</li><li>P4- Verify the foil colour, type and size as per docket.</li></ul>   |
| <b>CU-2</b><br><b>Make ready workstation for hot foiling</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Set the Hot foil Block on to the Honeycomb chase.</li><li>P2- Adjust the feeder according to the job</li><li>P3- Perform Substrate Stacking in to the feeder</li><li>P4- Adjust the head-lay &amp; the side-lay</li><li>P5- Mount the honeycomb chase</li><li>P6- Fix the Counter hot foil block / Hot foil impression plate on the impression plate.</li><li>P7- Adjust the registration and impression as per job requirement</li><li>P8- Calculate hot foil pull and adjust the foiling unit.</li><li>P9- Perform test run</li></ul> |
| <b>CU-3</b><br><b>Perform Hot Foil operation</b>             | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Get approval from the supervisor</li><li>P2- Carry out Hot Foil operation as per instruction</li><li>P3- Check &amp; maintain the quality of Hot Foil</li></ul>   |



|  |  |
|--|--|
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the foil block and Impression plate from the machine as per instruction<br>P2- Remove the pile form feeder and delivery.<br>P3- Clean the machine & workplace |
| <b>CU-5</b><br><b>Maintain log Book</b>                | The learner will be able to:<br><br>P1- Record the final counter along-with the wastages<br>P2- Record downtime during die cutting operation   |

## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. State Safety precautions of the Hot Foil machine.
- K2. Identify side lay and front lay.
- K3. Describe the purpose of fanning
- K4. Describe the procedure of mounting of block on honeycomb chase.
- K5. Describe make ready of a Hot Foil job.
- K6. Describe Hot Foil operation.
- K7. Describe the importance of block thickness and height.
- K8. Describe how of calculation of hot foil pull after each impression.



### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare substrate according to docket/job order.
- Verify Hot foil as per docket
- Make ready workstation for hot foiling
- Carry out Hot foil operation as per instruction

### List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Allen key set     |
| 2.      | Spanner set       |
| 3.      | Scissor           |
| 4.      | Grease            |



## Competency Standard R – Perform Waste Management

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform waste management. A learner will be expected to manage post press waste, handle toxic/nontoxic chemicals, and manage solid waste.

| Competency Units                           | Performance Criteria   |
|--|--|
| <b>CU-1<br/>Manage Post press waste</b>    | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Sort the waste generated at the workplace according to usability</li><li>P2- Tag the reusable components/item of the waste</li><li>P3- Maintain record of reusable components of the waste</li><li>P4- Reduce the waste generation in routine work by reuse the categorized waste as per requirement.</li><li>P5- Handle hazardous waste as per instruction.</li></ul> |
| <b>CU-2<br/>Handle toxic chemicals</b>     | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1-Tag containers of toxic chemical as per instruction.</li><li>P2- Store toxic waste at designated place.</li><li>P3- Manage Inflammable toxic chemical waste as per instruction.</li><li>P4- Manage non- inflammable toxic chemical waste as per instruction.</li></ul>  |
| <b>CU-3<br/>Handle non-toxic chemicals</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1-Tag containers of non-toxic chemical as per instruction.</li><li>P2- Store nontoxic waste at designated place.</li><li>P3- Dispose-off inflammable non- toxic chemical waste as per instruction.</li><li>P4- Dispose-off non- inflammable non-toxic chemical waste as per instruction.</li></ul>  |



|                                    |   |
|------------------------------------|---|
| <b>CU-4<br/>Manage solid waste</b> | The learner will be able to:<br><br>P1-Tag containers of printed & un-printed substrate waste as per instruction.<br>P2- Sort substrate waste according to disposable categories<br>P3- Store printed substrate waste in designated waste container.<br>P4- Store un-printed substrate waste in designated waste container. |
|------------------------------------|---|

## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Understand the purpose of waste management.
- K2. Identify the difference between toxic and nontoxic materials.
- K3. Describe the importance of tagging.
- K4. Identify the difference between inflammable and non- inflammable materials.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Sort the waste generated at the workplace according to usability
- Store toxic waste at designated place

## List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | PPE               |
| 2.      | Trolley           |
| 3.      | Waste bin (Large) |



## Competency Standard S – Perform Quality inspection

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform quality inspection. A learner will be expected to carryout physical inspection, environmental test and maintain test records.

| Competency Units                                   | Performance Criteria  |
|--|---|
| <b>CU-1<br/>Carryout Printing<br/>Inspection</b>   | Trainee will be able to:<br><br>P1- Check first final printed sheet for approval.<br>P2- Verify printed sheet registration.<br>P3- Verify side-lay and front-lay.<br>P4- Verify folding marks.<br>P5- Verify Color variation.<br>P6- Verify content on printed sheet.<br>P7- Verify grain direction.<br>P8- Verify GSM (Gram per Square Meter) / thickness of the substrate.                          |
| <b>CU-2<br/>Carryout Publishing<br/>Inspection</b> | Trainee will be able to:<br><br>P1- Check form series.<br>P2- Check page sequence.<br>P3- Check folding as per mark.<br>P4- Check gathering sequence.<br>P5- Check saddle stitch / thread swing.<br>P6- Verify Hot glue binding.<br>P7- Verify title creasing<br>P8- Verify Title lamination.<br>P9- Verify Book trimming.  |
| <b>CU-3<br/>Carryout Packaging<br/>Inspection</b>  | Trainee will be able to:<br><br>P1- Verify die cutting pressure of substrate.<br>P2- Verify cutting and embossing registration / position.<br>P3- Verify embossing impression.<br>P4- Verify Box alignment.<br>P5- Verify perforation and creasing impression.<br>P6- Verify lock alignment.<br>P7- Verify lamination / coating.<br>P8- Verify Pasting strength.<br>P9- Verify folded crease quality. |



|                                      |   |
|--------------------------------------|---|
|                                      | P10- Verify glue viscosity.<br>P11- Verify cutting test of skillet/unit box.<br>P12- Verify grain direction as per approved sample.<br>P13-Verify perforation test (tear test/light passing method) as per instruction<br>P14- Verify foiling impression as per approved sample.<br>P15- Verify board moisture value. |
| <b>CU-4<br/>Maintain Test record</b> | Trainee will be able to:<br><br>P1- Record Physical Publishing Inspection test results<br>P2- Record Physical Packaging Inspection test results   |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Define basic knowledge of substrate.
- K2. Define binding material.
- K3. Define importance of grain.
- K4. Describe types of glue.
- K5. Understand the use of measuring instrument
- K6. Understand the purpose of quality control

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Verify grain direction as per sample
- Perform cutting and registration check.
- Perform page sequence, folding check
- Verify binding quality.
- Record Physical test results



## List of Tools and Equipment

| Sr. no. | Tools & Equipment          |
|---------|----------------------------|
| 1.      | Humidity meter             |
| 2.      | Paper/board moisture meter |
| 3.      | Micrometer                 |
| 4.      | Magnifying glass           |
| 5.      | Din cup / viscosity cup    |
| 6.      | Creasing matrix chart      |
| 7.      | Measuring scale            |
| 8.      | Vernier caliper            |
| 9.      | Weighing scale             |
| 10.     | Spectro-densito meter      |



## Competency Standard T- Develop communication skills

**Overview:** This competency standard refers to the development of skills and competences to perform communication. It also deals with listening practice, adopting questioning technique to lead actual issues in the system, demonstrating telephonic ethics and moral techniques to deal with people related to the work.

| Competency Units   | Performance Criteria  |
|--|---|
| <p><b>CU-1</b><br/><b>Make telephone calls</b></p>           | <p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>P1- Determine communication styles</li> <li>P2- Investigate issue /problem through relevant questions</li> <li>P3- Demonstrate courteous behavior while listen to the people</li> <li>P4- Perform phone conversation applying time management concisely</li> </ul>   |
| <p><b>CU-2</b><br/><b>Instruct labors</b></p>                | <p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>P1- Display body language while communicating to a customer to show attention</li> <li>P2- Communicate within department as per SOPs.</li> <li>P3- Opt language for commanding</li> </ul>  |
| <p><b>CU-3</b><br/><b>Communicate with supervisor</b></p>    | <p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>P1- Develop a strategy for using communication skills</li> <li>P2- Convey ideas to the supervisor precisely</li> <li>P3- Report safety hazards to supervisor urgently</li> <li>P4- Maintain good working relation with supervisor</li> </ul>   |
| <p><b>CU-4</b><br/><b>Maintain relations with people</b></p> | <p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>P1-Communication with other departments.</li> <li>P2-Communicate effectively with colleagues, peers, the Community, other related personnel to exchange information.</li> <li>P3-Interact with other professionals through effective teamwork.</li> <li>P4- Enlist names and address of printing press related people and organization.</li> </ul> |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Concentrate on commands/speeches
- K2. Record information about enquiry or complaint as per company's practice
- K3. Identify factors required to communicate effectively and precisely within same organization.
- K4. Enlist elements required to deal with vendors and the other organizations.
- K5. Describe methods to overcome the sentiment.
- K6. Opt language which labor could understand elegantly.
- K7. Adapt strategy to produce the quality of outcomes required
- K8. Describe importance of accurate communication
- K9. Write work reports
- K10. Fill indent form
- K11. Maintain work history
- K12. Give advantages of maintaining good occupational relations with printing industry people

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform phone conversation applying time management concisely.
- Prepare and send E-mail to vendor enclosed with picture of print design.



## Competency Standard U – Perform Health and Safety.

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform health and safety. A learner will be expected to identify hazards in workplace, comply with health and safety precautions, use of personal protective equipment and practicing safe work habits at workplace at all times.

| Competency Units  | Performance Criteria   |
|---|--|
| <b>CU-1</b><br><b>Practice safe work habit to ensure safety</b> | The learner will be able to:<br>P1- Interpret work processes and procedures to identify risk of hazards at printing press.<br>P2- Recognize printing processes, tools, equipment and consumable materials that have the potential to cause harm.<br>P3- Identify potential hazards to minimize accident risk.<br>P4- Take appropriate action to minimize the risk. |
| <b>CU-2</b><br><b>Use Personal Protective Equipment (PPE)</b>   | The learner will be able to:<br>P1- Select personal protective equipment in terms of type and quantity according to work orders.<br>P2- Verify personal protective equipment to ensure optimum protection in compliance with press room procedures.<br>P3- Ensure personal protective equipment hygiene in compliance with press room procedures.                  |



|   |  |
|---|--|
| <p><b>CU-3</b><br/><b>Identify hazards in press environment.</b></p>                      | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Apply dress code in accordance with press room procedures.</li><li>P2- Follow rules to ensure personal safety as well as safety of others as per press room procedures.</li><li>P3- Demonstrate housekeeping in the workplace by cleaning up spills or leaks.</li><li>P4- Keep work area clear of obstructions as per safety policies</li><li>P5- Ensure tools or equipment in place prescribed as per company procedures.</li></ul> |
| <p><b>CU-4</b><br/><b>Comply with Occupational Health and Safety (OHS)precautions</b></p> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1-Comply with health and safety precautions &amp; relevant guidelines.</li><li>P2- Identify OHS hazards in printing press to prevent from potential for accidents</li><li>P3-Deal with problems which are within assistant printing machine operator’s control.</li><li>P4- Report safety issues which are out of assistant machine operator’s control</li><li>P5- Adopt dress code as per press requirement.</li></ul>                 |
| <p><b>CU-5</b><br/><b>Carryout firefighting techniques.</b></p>                           | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1- Make decision in the process of fighting a fire   as per instruction.</li><li>P2- Stop fire by applying firefighting policies.</li><li>P3- Apply safety precautions when fighting a fire.</li><li>P4- Apply the procedure after a fire has been put out as per instruction.</li></ul>  |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. State health and safety precautions of the printing company.
- K2. List techniques and methods to control risks of identified hazards in the workplace.
- K3. Define procedure of dealing with hazards to reduce chances or avoid accident or injury.
- K4. State safety reporting procedures
- K5. State organizational health and safety procedures.
- K6. List health and safety risks that can arise as a result of accidents.
- K7. List types of hazards that are most likely to cause harm to health and safety.
- K8. Give importance of using Personal Protective Equipment (PPE)
- K9. List Types of PPEs required in printing press.
- K10. Explain importance of safety at work and its implications.
- K11. State work safety procedures and guidelines.
- K12. List specific company procedures regarding workplace safety.
- K13. Recommended procedure for cleaning and storing of tools and equipment.
- K14. Identify causes of Fire
- K15. List types of fire
- K16. List firefighting equipment
- K17. Define firefighting method

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Adopt dress code as per press requirement.
- Follow personal protective equipment in compliance with press room procedures.



## Competency Standard V - Develop professionalism

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to develop professionalism. A learner will be expected to participate in in-house/outdoor training, attend trade workshops, utilize internet and prioritize job schedules.

| Competency Units  | Performance Criteria   |
|---|--|
| <b>CU-1</b><br><b>Participate in in-house training</b>      | The learner will be able to:<br>P1- Identify latest training needs according to recent printing industry demands.<br>P2- Get enrolled in advance press training course.<br>P3- Follow training institutes policies for professional development.<br>P4- Perform training task mentioned in TLM.  |
| <b>CU-2</b><br><b>Participate in outdoor training</b>       | The learner will be able to:<br>P1- Promote Kaizen in printing industry.<br>P2- Implement 5S's at work place.<br>P3- Maintain schedule chart according to organizational policies.<br>P4- Provide logistic support for press room machinery during maintenance.  |
| <b>CU-3</b><br><b>Attend trade shows workshop, seminars</b> | The learner will be able to:<br>P1- Adopt upcoming market trends in printing trade by attending workshop and seminar.<br>P2- Participate in skill test for professional development with concentration.<br>P3- Participate in skill up-gradation courses with devotion.<br>P4- Participate in professional seminars with concentration to acquire first hand industrial knowledge.<br>P5- Participate in industrial visits on schedule.<br>P6- Consult senior experts to get advice. |



|   |   |
|---|---|
|   | <p>P7- Watch videos/documentaries related with printing and packaging industry.</p> <p>P8- Perform internet browsing related to printing industry.</p>  |
| <b>CU-4</b><br><b>Utilize internet</b>        | <p>The learner will be able to:</p> <p>P1- Ensure format or structure of the correspondence is according to company's practice.</p> <p>P2- Browse website as per desire.</p> <p>P3- Download related software as per desire.</p> <p>P4- Perform required communication via internet with in specified time limits.</p>  |
| <b>CU-5</b><br><b>Prioritize job schedule</b> | <p>The learner will be able to:</p> <p>P-1 Interpret production plan as per supervisor's instruction.</p> <p>P-2 Create daily schedule according to priority of production plan.</p> <p>P-3 Comprehend material priorities for hindrance less production,</p> <p>P-4 Develop list of required tools for hindrance less production,</p> <p>P-5 Calculate time required for production</p> <p>P-6 Determine sequence of activities.</p> <p>P-7 Report delays to superior in prescribed manners.</p> |

## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1- Keep in touch with press training providers
- K2- Apply press room mathematical skills during training.
- K3- Apply technical English skills during training.
- K4- Describe the importance of being a good team player.
- K5- Identify TLM/curriculum.
- K6- Describe importance of Industrial Kaizen.



- K7- Identify press room Key Performance Indicators (KPIs).
- K8-State importance and methods of time management.
- K9- Describe housekeeping through check
- K10-Describe the benefits of latest machining techniques and developments,
- K11-Identify the need of skill sets by getting involved in seminars,
- P12- Read books/magazines related with mechanical manufacturing trade.
- K13-Describe procedure of creating E-mail account
- K14- Describe browsing techniques to find appropriate web site
- K15- Describe procedure of sending E-mail
- K16- Identify internet browsing/search engine
- K17- Describe short keys for MS office
- K18- Define production plan
- K19- Give advantages of preparation of production plan

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Maintain 5S's at work place.
- Provide logistic support for press room machinery during maintenance.
- Interpret production plan as per supervisor's instruction.
- Create daily schedule according to priority of production plan.
- Report delays to superior in prescribed manners.





## Competency Standard W - Develop Computer Application Skills

**Overview:** This Competency Standard identifies the competencies required to develop professionalism in an individual in accordance with requirement of profession. This unit explains the computer system components, preparing word, excel and PowerPoint documents, learning basic computer application functions, as well as create email communication.

| Competency Units                                     | Performance Criteria  |
|--|---|
| <b>CU-1</b><br><b>Apply Basic computer operation</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1. Identify computer system components</li><li>P2. Identify safety precautions associated with computer use</li><li>P3. Maintain workstation, equipment and supplies</li><li>P4. Navigate operating systems and software programs</li><li>P5. Troubleshoot computer problems</li><li>P6. Troubleshoot printer malfunction</li><li>P7. Manipulate data/software/operating system</li><li>P8. Use file management techniques</li></ul>   |
| <b>CU-2</b><br><b>Prepare Word document</b>          | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Open word processing application to add data according to information requirements</li><li>P2 Set up page in a word document</li><li>P3 Edit word document as required</li><li>P4 Use simple formatting tools when creating the document</li><li>P5 Save word document to directory</li><li>P6 Customize basic settings to meet page layout conventions</li><li>P7 Use formatting features and styles as required</li><li>P8 Insert table in a word document</li><li>P9 Insert appropriate images into document as necessary</li><li>P10 Perform mail merge in a word document</li><li>P11 Insert header/footer in a word document to incorporate necessary data</li><li>P12 Insert section break in a word document</li><li>P13 Set style in word document</li><li>P14 Select basic Print settings</li><li>P15 Print the document</li></ul> |



|  |  |
|--|--|
| <p><b>CU-3</b><br/><b>Prepare spread sheet as per required information</b></p> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Create workbook according to information requirements</li><li>P2 Insert sheet according to information requirements</li><li>P3 Enter basic formulae / functions using cell referencing when required</li><li>P4 Correct formulas when error messages occur</li><li>P5 Use a range of common tools during spreadsheet development</li><li>P6 Edit columns and rows within the spreadsheet Filter data</li><li>P7 Save the spreadsheet to a folder on a storage device</li><li>P8 Format spreadsheet using formatting features as required</li><li>P9 Incorporate object and chart in spreadsheet</li><li>P10 Print spreadsheet</li></ul> |
| <p><b>CU-4</b><br/><b>Prepare power point presentation.</b></p>                | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Create a simple design for a presentation</li><li>P2 Open blank presentation and add text / graphics</li><li>P3 Apply existing styles within a presentation</li><li>P4 Use presentation template and slides to create a presentation</li><li>P5 Use various tools to improve the look of the presentation</li><li>P6 Save presentation to the appropriate storage device and folder</li></ul>   |
| <p><b>CU-5</b><br/><b>Perform email communication</b></p>                      | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Interpret E-mail received on personal E-mail address.</li><li>P2 Prepare E-Mail for vendor applying E-mail writing ethics</li><li>P3 Send E-mail to vendor enclosed with picture of print design</li></ul>  |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Describing formatting styles and their effect on formatting, readability and appearance of documents
- K2. Outline purpose, use and function of word-processing software.
- K3. Explain the effect of formatting and appearance on the readability and usability of spreadsheets
- K4. Understand MS Word to create documents, flyers, publications
- K5. Understand MS PowerPoint to create presentations
- K6. Understand MS Excel to store, organize, and manipulate data
- K7. Discussing the four main functions of computer hardware: input, processing, output, and storage.
- K8. Describing major hardware components.
- K9. Express steps of creating new e-mail account
- K10. State e-mail writing ethics

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Format documents by creating tables and adding text, objects and images
- Prepare and send E-mail to vendor enclosed with picture of print design.

## List of Tools and Equipment

| Sr. no. | Tools & Equipment         |
|---------|---------------------------|
| 1.      | A3- Laser Printer (color) |



## Competency Standard X - Develop Entrepreneur skills

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to develop entrepreneur skills. A learner will be expected to develop business plan, collect information regarding funding sources, develop market plan and keep motivate team.

| Competency Units   | Performance Criteria   |
|--|--|
| <b>CU-1.<br/>Institute/Develop a business plan</b>             | <p>The learner will be able to:</p> <p>P1 Conduct a market survey to collect following information</p> <ul style="list-style-type: none"><li>• Customer /demand</li><li>• Tools, equipment, machinery and furniture with rates</li><li>• Raw material</li><li>• Supplier</li><li>• Credit / funding sources</li><li>• Marketing strategy</li><li>• Market trends</li><li>• Overall expenses</li><li>• Profit margin</li></ul> <p>P2 Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p>P3 Compile the information collected through the market survey, in the business plan format</p> |
| <b>CU-2.<br/>Collect information regarding funding sources</b> | <p>The learner will be able to:</p> <p>P1 Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p>P2 Choose the best available option according to investment requirement</p> <p>P3 Prepare documents according to the loan agreement requirement</p> <p>P4 Include the information of funding sources in the business plan</p>   |



|   |  |
|---|--|
| <b>CU-3.<br/>Develop a marketing plan</b> | <p>The learner will be able to:</p> <p>P1. Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning</p> <p>P2. Include the information of marketing plan in the business plan</p>  |
| <b>CU-4.<br/>Motivate Team</b>            | <p>The learner will be able to:</p> <p>P1 Develop positive and constructive relationships with and between team members</p> <p>P2 Facilitate team communication processes</p> <p>P3 Involve team members in the following processes, to ensure acceptance and support.</p> <ul style="list-style-type: none"><li>• examining risks and options</li><li>• making decisions</li></ul> <p>P4 Promote coordinated efforts</p> <p>P5 Determine strengths and weaknesses of team members</p> <p>P6 Recognize team members' queries and deal with it.</p> |



## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning
- K2. Describe 7Cs of business communication
- K3. Define different modes of communication and their application in the industry
- K4. Enlist specific business terms used in the industry
- K5. Enlist the available funding sources
- K6. Explain how to get loan to start a new business
- K7. Explain market survey and its tools e.g. questionnaire, interview, observation
- K8. Describe the market trends for specific product offering
- K9. Describing formatting styles and their effect on formatting, readability and appearance of documents
- K10. Introduction of basic accounting (income statement, balance sheet, profit margin calculation, costing)
- K11. Explain Ground rules for team work.
- K12. Understand the importance of motivation.
- K13. Describe the role of leadership.
- K14. Importance of team meetings.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning



## Competency Standard Y – Carry out envelop making

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform envelop making operation. A learner will be expected to manage substrate handling, perform envelop making operation, maintain housekeeping and log book.

| Competency Units  | Performance Criteria   |
|---|--|
| <b>CU-1</b><br><b>Perform Substrate handling</b>                          | The learner will be able to:<br>P1- Verify substrate as per docket.<br>P2- Perform stacking of envelop as per instruction.   |
| <b>CU-2</b><br><b>Make ready workstation for envelop making operation</b> | The learner will be able to:<br>P1- Prepare work station as per instruction.<br>P2- Prepare glue viscosity as per envelope substrate.<br>P3- Prepare glue viscosity as per window film.<br>P4- Perform crease folding as per instruction.<br>P5- Paste window film before envelop pasting.<br>P6- Apply glue on pasting flap of substrate as per instruction<br>P7- Perform test run |
| <b>CU-3</b><br><b>Perform envelop making operation</b>                    | The learner will be able to:<br>P1- Get approval from the supervisor.<br>P2- Carry out envelop making operation as per instruction<br>P3- Check & maintain the quality of envelop making operation.  |



|  |  |
|--|--|
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br><br>P1- Remove the waste material as per instruction<br>P2- Clean the work station as per instruction      |
| <b>CU-5</b><br><b>Maintain log Book</b>                | The learner will be able to:<br>P1-Record the final counter along-with the wastages<br>P2-Record downtime during folding machine operation |

### KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Describe the types of envelop.
- K2. Understand the importance of glue viscosity.
- K3. Describe the importance of maintaining/cleaning of work station.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare glue viscosity as per envelope substrate
- Carry out envelop making operation as per instruction

### List of Tools and Equipment

| Sr. no. | Tools & Equipment          |
|---------|----------------------------|
| 1.      | Measuring scale            |
| 2.      | Paint brush                |
| 3.      | Glue pot                   |
| 4.      | Bone folder (Folder stick) |





## Competency Standard Z – Perform Embossing

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to perform Embossing operation. A person will be expected to manage substrate handling, perform embossing, perform post production activities, and maintain log book.

| Competency Units   | Performance Criteria  |
|--|---|
| <b>CU-1</b><br><b>Perform Substrate handling</b>           | The learner will be able to:<br><br>P1- Verify side-lay & front-lay of the printed substrate<br>P2- Perform Substrate Stacking as per instruction.<br>P3- Verify the thickness and GSM value of the substrate.<br>P4- Verify the foil colour, type and size as per docket.  |
| <b>CU-2</b><br><b>Make ready workstation for Embossing</b> | The learner will be able to:<br><br>P1- Set the Embossing block on to the die<br>P2- Adjust the feeder according to the job<br>P3- Perform Substrate stacking in to the feeder<br>P4- Adjust the front-lay & the side-lay<br>P5- Mount the die on to the machine<br>P6- Fix the counter block on the impression plate.<br>P7- Adjust the registration as per registration mark.<br>P8- Adjust block impression as per instruction<br>P9- Perform test run |



|  |   |
|--|---|
| <b>CU-3</b><br><b>Perform Embossing operation</b>      | The learner will be able to:<br>P1- Get approval from the supervisor<br>P2- Carry out Embossing operation as per instruction<br>P3- Check & maintain the quality of Embossing   |
| <b>CU-4</b><br><b>Perform post production activity</b> | The learner will be able to:<br>P1- Remove the die and Impression plate from the machine as per instruction<br>P2- Clean the cutting plate as per instruction<br>P3- Remove the pile form feeder and delivery.<br>P4- Clean the machine & workplace |
| <b>CU-5</b><br><b>Maintain log Book</b>                | The learner will be able to:<br>P1- Record the final counter along-with the wastages<br>P2- Record downtime during die cutting operation  |

## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. Identify side lay and front lay.
- K2. Describe the purpose of fanning
- K3. Describe the procedure of mounting of block on die.
- K4. Describe Embossing operation.
- K5. Describe the importance of block thickness and height.



### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare substrate according to docket/job order.
- Verify Embossing Die as per docket.
- Carry out Embossing operation as per instruction.

### List of Tools and Equipment

| Sr. no. | Tools & Equipment                 |
|---------|-----------------------------------|
| 1.      | Allen key set                     |
| 2.      | Spanner set                       |
| 3.      | Scissor                           |
| 4.      | Embossing block and counter block |
| 5.      | Micrometer                        |
| 6.      | Weighing Scale with cutter        |



## Competency Standard AA – Managing a team

**Overview:** This unit describes the outcomes required to lead small teams including setting and maintaining team and individual performance standards.

| Unit of Competency                    | Performance Criteria   |
|---------------------------------------|--|
| <b>1. Facilitate team Development</b> | <p>The learner will be able to:</p> <p>P1 Identify work requirements, standards and purpose of team members.</p> <p>P2 Assist team to develop</p> <ul style="list-style-type: none"><li>• Objectives</li><li>• targets</li><li>• key performance indicators</li></ul> <p>P3 Allocate duties as per individual skills</p> <p>P4 Identify roles, responsibilities and expectations of each team member</p> <p>P5 Discuss performance expectations to individual team members.</p>  |
| <b>2. Motivate Team</b>               | <p>The learner will be able to:</p> <p>P1 Develop positive and constructive relationships with and between team members</p> <p>P2 Facilitate team communication processes</p> <p>P3 Involve team members in the following processes, to ensure acceptance and support.</p> <ul style="list-style-type: none"><li>• examining risks and options</li><li>• making decisions</li></ul> <p>P4 Promote coordinated efforts</p> <p>P5 Determine strengths and weaknesses of team members</p> <p>P6 Recognize team members' queries and deal with it.</p> |
| <b>3. Monitor team effectiveness</b>  | <p>The learner will be able to:</p> <p>P1 Monitor the implementation of work plan according to workplace policies and procedures.</p> <p>P2 Monitor performance against defined performance criteria</p> <p>P3 Support team in identifying and resolving problems</p> <p>P4 Consult team members in any review and revision of team objectives and goals.</p>  |



|  |  |
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|  | <p>P5 Address performance issues which cannot be rectified within the team to appropriate personnel according to employer policy.</p> <p>P6 Address concerns of team members</p> <p>P7 Keep team members informed about</p> <ul style="list-style-type: none"><li>• Changes in prioritized assignments</li><li>• Policies</li></ul> <p>P8 Monitor team operations</p> <p>P9 Provide follow-up communication on all issues affecting the team</p> <p>P10 Conduct team meetings to review work operations</p> <p>P11 Support team in identification and resolution of problems</p> <p>P12 Consult team members in objectives/ goals review</p> |
|--|--|

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: Explain conflict resolution techniques
- K2: Explain management styles
- K3: Describe methods of monitoring performance
- K4: Outline the relevant legal requirements
- K5: Outline strategies for dealing effectively with team member complaints or grievances and
- K6: Explain team dynamics and facilitation processes
- K7: Describe communication skills
- K8: State workplace policies and procedures



### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to lead small teams. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- demonstrate the ability to build positive team spirit and effectively manage overall team
- performance within a workplace context;
- demonstrate the ability to coordinate a work team in a range of contexts or occasions; and
- Show knowledge of leadership, motivation and teamwork principles.



## Competency Standard BB – Plan business activities

**Overview:** This unit covers the outcomes required in planning and organizing work. It may be applied to a small independent operation or to a section of a large organization.

| Unit of Competency                  | Performance Criteria  |
|-------------------------------------|---|
| <b>1. Plan work activities</b>      | <p>The learner will be able to:</p> <p>P1 Determine work objectives in line with organizational goals within set time frames.</p> <p>P2 Establish work activity priorities and deadlines in consultation with others</p> <p>P3 Identify team roles and responsibilities</p> <p>P4 Assess resource implications of the work activities</p> |
| <b>2. Schedule work activities</b>  | <p>The learner will be able to:</p> <p>P1 Schedule work tasks</p> <p>P2 Coordinate schedule of work activities with personnel concerned</p>   |
| <b>3. Implement work activities</b> | <p>The learner will be able to:</p> <p>P1 Identify work methods and practices in consultation with personnel concerned.</p> <p>P2 Implement work plans in accordance with set time frames, resources and standards.</p> <p>P3 Conduct work within established workplace policies and the business goals of the workplace.</p>             |
| <b>4. Monitor work activities</b>   | <p>The learner will be able to:</p> <p>P1 Monitor work activities and compare with set objectives.</p> <p>P2 Monitor work performance</p> <p>P3 Report and coordinate deviations from work activities with appropriate personnel and in accordance with set standards.</p>  |



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|  | <p>P4 Compile reporting requirements with in accordance with recommended format.</p> <p>P5 Maintain files in accordance with standard operating procedures.</p>   |
| <p><b>5. Review and evaluate work plans and activities</b></p> | <p>The learner will be able to:</p> <p>P1 Review work plans, strategies and implementation based on accurate, relevant and current information.</p> <p>P2 Base the review on comprehensive consultation with appropriate personnel on outcomes of work plans and reliable feedback.</p> <p>P3 Get the feedback to identify and develop ways to improve competence within available opportunities.</p> <p>P4 Provide results of review to concerned parties and formed as the basis for adjustments/simplifications to be made to policies, processes and activities.</p> <p>P5 Conduct performance appraisal in accordance with organization rules and regulations.</p> <p>P6 Prepare performance appraisal report and document it regularly as per organization requirements.</p> <p>P7 Prepare recommendations and present to appropriate personnel/authorities.</p> <p>P8 Implement feedback mechanisms in line with organization policies</p> |

**Knowledge and Understanding:**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: Explain Communication skills:
  - sharing information,
  - listening and understanding,
  - negotiation,
  - facilitation and team collaboration
- K2: Explain the ways of conducting team meetings
- K3: List down motivation skills





- K4: Outline the organization's strategic plan, policies rules and regulations, laws and objectives for work unit activities and priorities
- K5: Outline organizations policies, strategic plans, guidelines related to the role of the work unit
- K6: Explain team dynamics and facilitation processes
- K7: Describe the following
  - Organizing
  - Planning
  - Presentation skills
  - Team work and consultation strategies

### **Critical Evidence(s) Required:**

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to plan and organize work. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### **Performance requirements:**

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- implemented work plans;
- monitored work activities;
- planned and scheduled work activities;
- reviewed and evaluated work plans and activities; and
- Set objectives.



## Competency Standard CC – Address Basic Customer needs

**Overview:** This unit describes the skills and knowledge required to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed. It applies to individuals who are expected to have detailed product knowledge in order to recommend customized solutions. In this role, individuals would be expected to apply organizational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations.

| Unit of Competency   | Performance Criteria   |
|--|--|
| <b>1. Assist customer to articulate needs</b>                    | The learner will be able to:<br><br>P1 Ensure customer needs are fully explored, understood and agreed<br>P2 Explain and match available services and products to customer needs<br>P3 Identify and communicate rights and responsibilities of customers to the customer as appropriate  |
| <b>2. Satisfy customer needs</b>                                 | The learner will be able to:<br><br>P1 Explain possibilities for meeting customer needs<br>P2 Assist customers to evaluate service and/or product options to satisfy their needs<br>P3 Determine and prioritize preferred actions<br>P4 Identify potential areas of difficulty in customer service delivery<br>P5 Take appropriate actions in a positive manner                                |
| <b>3. Manage networks to ensure customer needs are addressed</b> | The learner will be able to:<br><br>P1 Establish effective regular communication with customers<br>P2 Obtain customer feedback about the products/services rendered<br>P3 Ensure referrals are based on the matching of the assessment of customer needs and availability of products and services<br>P4 Maintain records of customer interaction in accordance with organizational procedures |



|   |  |
|---|--|
| <b>4. Convert customer enquiries into sales</b> | The learner will be able to:<br>P1 use information accessed from the customer relationship management (CRM) system to identify any needs<br>P2 identify suitable products/services to meet needs<br>P3 make convincing sales pitches to customers following standard scripts<br>P4 handle customer queries, objections and rebuttals following standard scripts<br>P5 adapt approach according to the customer preferences<br>P6 Report issues to concerned authorities<br>P7 Obtain customer's financial information as per organization policy<br>P8 Complete post-sales procedures to complete sales<br>P9 comply with relevant policies, when converting customer enquiries into sales |
|---|--|

### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: explain organizational procedures and standards for establishing and maintaining customer service relationships
- K2: describe informed consent
- K3: explain consumer rights and responsibilities
- K4: describe ways to establish effective regular communication with customers
- K5: outline details of products or services including with reference to:
  - possible alternative products and services
  - Variations within a limited product and service range.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to address customer needs. The evidence should integrate



employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- address customer s needs
- check your work is complete and free from errors
- use organizational procedures to document customer satisfaction
- develop and maintain networks to support meeting customer needs
- Identify potential difficulties in meeting customer needs and taking appropriate action.
- communicate effectively with customers including
  - helping customers to articulate their needs and evaluate options
  - explaining products/services and how they match customer needs
  - establishing regular communication
  - explaining customer rights and responsibilities



## Competency Standard DD – Manage Human Resources

**Overview:** This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team. It applies to individuals who are project practitioners working in a project support role.

| Unit of Competency                                | Performance Criteria   |
|---|--|
| <b>1. Determine human resource requirements</b>   | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Analyze work breakdown structure to determine human resource requirements</li><li>P2 Prepare a skills analysis of project personnel against project task requirements</li><li>P3 Assist in assigning responsibilities for achieving project deliverables</li></ul>  |
| <b>2. Establish productive team relationships</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Actively seek views and opinions of team members during task planning and implementation</li><li>P2 Promote cooperation and effective activities, goals and relationships within team</li><li>P3 Communicate with others using styles and methods appropriate to organizational standards, group expectations and desired outcomes</li><li>P4 Communicate information and ideas to others in a logical, concise and understandable manner</li><li>P5 Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development</li></ul> |
| <b>3. Monitor Human Resource Management</b>       | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Monitor work of project personnel as per assignment</li><li>P2 Review skill levels against allocated tasks</li><li>P3: Recommend solutions, where required</li><li>P4 Advise others within delegated authority when assigned responsibilities are not met by project personnel</li><li>P5 Undertake work in a multi-disciplinary environment</li></ul>  |



|   |  |
|---|--|
|   | according to established human resource management practices<br>P6 Resolve conflict within delegated authority according to agreed dispute-resolution processes<br>P7 Assist in offering human resource development opportunities to individuals with skill gaps |
| <b>4. Contribute to evaluate human resource practices</b> | The learner will be able to:<br>P1 Contribute to assessing effectiveness of project human resources management<br>P2 Document lessons learned to support continuous improvement processes  |

### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: identify alternative project personnel engagement options
- K2: explain job design principles and work breakdown structures
- K3: describe learning and development approaches that can be incorporated into project life cycle
- K4: list methods for skills analysis
- K5: identify and describe project roles, responsibilities and reporting requirements for human resources.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to apply project human resources management approaches. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:



- produce work breakdown structures in human resource project planning
- produce work breakdown structures in human resource project planning
- construct effective methods for monitoring roles, responsibilities and performance in projects
- Demonstrate methods for providing feedback on performance and improving performance of project team members



## Competency Standard EE – Manage Personal Finance

**Overview:** This unit of competency describes the outcomes required to develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

| Unit of Competency                                  | Performance Criteria   |
|---|--|
| <b>1. Develop a personal budget</b>                 | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Calculate current living expenses using available information to prepare a personal budget.</li><li>P2 Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.</li><li>P3 Subtract total expenses from total income to determine a surplus or deficit budget for the specified period.</li><li>P4 Find reasons for a deficit budget and ways to reduce expenditure identified.</li><li>P5 Identify ways to increase income</li></ul> |
| <b>2. Develop long term personal budget</b>         | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Analyze income and expenditure and set long term personal financial goals.</li><li>P2 Develop a long-term budget based on the outcomes of short-term budgeting.</li><li>P3 Identify obstacles that might affect the business</li><li>P4 Formulate a regular savings plan based on budget</li></ul>  |
| <b>3. Identify ways to maximize future finances</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Determine sources to maximize personal income,</li><li>P2 Get further education or training to maintain or improve future income.</li><li>P3 Identify the need for debt to finance living and other expenses,</li><li>P4 Determine the appropriate levels of debt and repayment.</li><li>P5 Consolidate existing debt, where possible, to minimize interest costs and fees.</li></ul> <p>P5 Seek professional money management services.</p>  |





## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: explain the abilities to plan and organize to keep records and monitor a personal budget
- K2: describe abilities to set and review goals
- K3: explain basic financial management and record keeping to enable development and management of a personal budget
- K4: describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- K5: outline numeracy skills to compare income and expenditure

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

## Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- develop a personal budget based on analysis of expenditure and income;
- formulate goals and identify financial contingency plans; and
- Monitor expenditure for a period of up to 2 weeks.



## Competency Standard FF – Solve Problems pertaining to health and safety

**Overview:** This unit is concerned with complex negotiation in critical incidents and the development of strategic responses designed to resolve threatening incidents.

| Unit of Competency                                     | Performance Criteria  |
|--|---|
| <b>1. Identify a problem</b>                           | <p>The learner will be able to:</p> <p>P1: Probe the problem to find the root cause.<br/>P2: Follow logic steps in understanding root cause<br/>P3: Analyze potential solutions.<br/>P4: Take initiative which help to solve problems</p>   |
| <b>2. Determine strategies for a required solution</b> | <p>The learner will be able to:</p> <p>P1: Analyze all aspects of the incident for degree of</p> <ul style="list-style-type: none"><li>• Hazard,</li><li>• Priorities,</li><li>• Optional outcomes</li><li>• Appropriate strategies</li></ul> <p>P2: Find strategies for the needed solution of the incident<br/>P3: Identify priorities on the incident sought from a range of sources<br/>P4: Asses objectives with available resources<br/>P5: Assess priorities with available resources<br/>P6: Apply a range of communication techniques to maintain contact with the key people<br/>P7: Assess the interests of key people with the help of factual information<br/>P8: Resolve the conflict</p> |
| <b>3. Coordinate support services</b>                  | <p>The learner will be able to:</p> <p>P1: Assess the need for support services in terms of the determined strategies and priorities<br/>P2: Negotiate the resources of support services according to established procedures<br/>P3: Assign responsibilities according to expertise</p>   |



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| <p><b>4. Restore order</b></p>                                   | <p>The learner will be able to:</p> <p>P1: Observe that the situation after the incident solution is normalized</p> <p>P2: Take proactive action to avoid the incident to the possible extent</p> <p>P3: Communicate accurate reports of the incident and its correction to the authorities</p> <p>P4: Review the incident</p> <p>P5: evaluate the incident</p> <p>P6: Evaluate the organizational response</p> <p>P7: Report it accurately on time.</p>  |
| <p><b>5. Provide leadership. direction to the work group</b></p> | <p>The learner will be able to:</p> <p>P1: Link group functions with organizational goals</p> <p>P2: Participate in decision making routinely to:</p> <ul style="list-style-type: none"><li>• Develop the work of the group</li><li>• Allocate responsibilities where appropriate</li><li>• Review the work as needed</li></ul> <p>P3: Give opportunities to the work group for encouragement</p> <p>P4: Give opportunities to ensure innovative practices in the work group</p> <p>P5: Identify conflict</p> <p>P6: Resolve with minimum disruption to work group function</p> <p>P7: Empower the work group where necessary</p> <p>P8 Supervise appropriately to know:</p> <ul style="list-style-type: none"><li>• The changing priorities</li><li>• Individual need</li><li>• Requirement of the tasks</li></ul> |



### Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: Explain organization's policies, guidelines and procedures related to control and surveillance, safety and preventing and responding to incidents and breaches of orders covered in the range of variables.
- K2: Explain organization's management and accountability systems
- K3: Describe teamwork principles and strategies
- K4: Outline the principles of effective communication
- K5: Outline the guidelines for use of equipment and technology
- K6: Explain code of conduct

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to resolve problems which jeopardize safety and security. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- evidence of effective communication strategies including negotiation, counseling, mediation, advocacy demonstrated under pressure working effectively in a team environment
- evidence of knowledge and application of organizations policies, procedures and
- guidelines for critical incidents
- evidence of accurate and safe use of all emergency equipment
- evidence of managing effective outcomes using strategic planning, team
- leadership and situational analysis



## Competency Standard GG – Develop Business Plan

**Overview:** This unit describes the skills and knowledge to develop a plan for a telecommunications project, including assessing project requirements and planning for all stages to completion and final documentation. It applies to individuals who are likely to have responsibility for the provision of installations, maintenance, upgrades and new services.

| Unit of Competency                             | Performance Criteria   |
|--|--|
| <b>1. Prepare project management plan</b>      | <p>The learner will be able to:</p> <p>P1 Evaluate project brief and related documents</p> <p>P2 Produce document on project tasks and associated timelines, including</p> <ul style="list-style-type: none"><li>• installation processes</li><li>• test requirements</li></ul> <p>P3 Assess resource requirements</p> <p>P4 Produce document on resource requirements to assist allocation of appropriate resources</p> <p>P5 Produce training plan assessing training needs and associated timelines for efficient project implementation</p> <p>P5 Determine budgetary requirements</p> <p>P6 Discuss roles of all identified parties associated with project to ensure their involvement</p> <p>P7 Produce project verification document, including</p> <ul style="list-style-type: none"><li>• monitoring</li><li>• control processes</li></ul> <p>P8 Review processes such as quality audits</p> <p>P9 Consult with all relevant parties prior to finalizing draft plan</p> <p>P10 Make changes as appropriate</p> |
| <b>2. Develop and evaluate management plan</b> | <p>The learner will be able to:</p> <p>P1 Produce preliminary plan for consultation</p> <p>P2 Identify factors that may impact on project as per standards</p> <p>P3 Consult with client to clarify any amendments</p> <p>P4 Develop final plan with recommendations</p>   |
| <b>3. Communicate project information</b>      | <p>The learner will be able to:</p> <p>P1 Produce and document final plan to include implementation details and training needs</p> <p>P2 Present plan to client and obtain sign off</p>  |



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| <b>4. Contribute to assessing effectiveness of communication</b> | The learner will be able to:<br><br>P1 Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities<br>P2 Report communications-management issues and responses to higher project authorities |
|--|--|

### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: explain the key attributes of common telecommunications applications and related equipment
- K2: identify and evaluate the connections to carrier infrastructure or equipment
- K3: identify current legislation relating to the design of installation of telecommunications equipment and connection to carrier services
- K4: evaluate the advantages of leasing and purchase options to assist in delivering cost effective solutions
- K5: identify and evaluate network and transmission equipment
- K6: outline network topologies, and interface and interconnect solutions
- K7: outline work health and safety (WHS) issues that need to be built into a plan, with consideration of:
  - electrical safety
  - materials handling
  - physical hazards
  - confined spaces
  - heights
  - lifting
- K8: describe and evaluate the power requirements and electrical safety aspects of the installation plan
- K9: describe typical performance parameters and typical faults that may be encountered in client equipment and related connection and transmission media
- K10: identify various test equipment types suitable for tests to be made
- K11: identify warranty information for equipment supplies and contractor work guarantees.



### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop a project management plan. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- determine the project attributes and specifications
- prepare a coherent draft project management plan
- consult on and revise a project management plan
- document final project management plan and obtain sign off



## Competency Standard HH – Apply Information and Communication Skills

**Overview:** This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications. It applies to individuals who are project practitioners working in a project support role.

| Unit of Competency                                  | Performance Criteria   |
|---|--|
| <b>1. Contribute to communications planning</b>     | <p>The learner will be able to:</p> <p>P1 Contribute in gathering relevant information requirements to start project documentation</p> <p>P2 Contribute to developing and implementing the project</p> <ul style="list-style-type: none"><li>• communications plan</li><li>• communications networks</li></ul>                                   |
| <b>2. Conduct information-management activities</b> | <p>The learner will be able to:</p> <p>P1 Act on project information according to agreed procedures as directed, to aid decision-making processes throughout project life cycle</p> <p>P2 Maintain information to ensure data is secure and auditable</p>  |
| <b>3. Communicate project information</b>           | <p>The learner will be able to:</p> <p>P1 Communicate with clients and other stakeholders during project using agreed networks, to ensure flow of necessary information</p> <p>P2 Ensure reports are prepared and released according to authorization</p> <p>P3 Seek information and advice from appropriate project authorities as required</p> |





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| <b>4. Contribute to assessing effectiveness of communication</b> | The learner will be able to:<br><br>P1 Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities<br><br>P2 Report communications-management issues and responses to higher project authorities |
|--|--|

### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: summarize models and methods of communications management in context of project life cycle and other project management functions
- K2: explain importance of managing risk by treating information securely
- K3: outline methods of reviewing outcomes
- K4: identify organizational policies and procedures relevant to this role in a specific context.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to apply project information management and communications techniques. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

### Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- lead an effective team in planning and implementing all necessary communications for a workplace project
- Evaluate and review project communication outcomes and make recommendations for future improvements.



- Identify organizational policies and procedures relevant to this role in a specific context.
- summarize models and methods of communications management in context of project life cycle and other project management functions



## Competency Standard II – Solve problems at work place

**Overview:** This competency covers the knowledge, skills and attitudes required to apply the process of problem solving for problems beyond those associated directly with the process unit.

| Unit of Competency                                | Performance Criteria  |
|---|---|
| <b>1. Analyze the problem</b>                     | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Evaluate issues/concerns based on data gathered.</li><li>P2 Identify possible causes of problem within the area of responsibility as based on experience</li><li>P3 Use problem solving tools/analytical techniques.</li><li>P4 Develop possible cause statements based on findings.</li><li>P5 Use analogies to support reasoning.</li><li>P6 Identify cause and effects based on the criteria or information provided to support reasoning</li></ul> |
| <b>2. Identify possible Solutions</b>             | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Consider all possible options for solution of the problem in accordance with safety and operating procedures.</li><li>P2 Determine strengths and weaknesses of possible options</li><li>P3 Take corrective action to solve the problem</li><li>P4 Determine its possible future causes.</li><li>P5 Analyze past experience</li><li>P6 Provide samples to support generalization.</li><li>P7 Implement simulations as needed</li></ul>                  |
| <b>3. Recommend solution to higher management</b> | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Prepare report or documentation</li><li>P2 Present recommendations to appropriate personnel.</li><li>P3 Follow up recommendations</li></ul>  |
| <b>4. Implement solution</b>                      | <p>The learner will be able to:</p> <ul style="list-style-type: none"><li>P1 Identify measurable objectives</li><li>P2 Identify resource needs</li><li>P3 Prepare timelines in accordance with plan</li></ul>   |

**5. Evaluate/monitor results and outcome**

The learner will be able to:

P1 Identify processes and improvements based on evaluative assessment of problem.

P2 Prepare recommendations and submit to superiors

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1: Explain Analytical skills and broad knowledge of diagnostic tools
- K2: Explain broad knowledge of the client business domain
- K3: Elaborate broad understanding of organizational systems and functions
- K4: Outline communication skills according to the type of audience
- K5: Describe the ways to develop critical thinking
- K6: Explain methods and techniques for decision making within a limited range of options
- K7: Describe general customer service skills
- K8: Elaborate problem solving tools:
  - cause/effect
  - pare to
  - multi criteria matrix etc.
- K9: Explain the methods of questioning and active listening employed to clarify general information
- K10: Explain the ways to improve teamwork in reference to personal responsibility
- K11: Explain the ways time management and planning

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop teams and individuals. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

**Performance requirements**

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:



- analyze the problem and its cause with a critical thinking approach;
- identify possible solutions and scenarios;
- implement solutions;
- make reasoning based on facts, constructive arguments, analogies;
- outcomes evaluated/monitored; and
- Recommend solutions to higher management.



## Competency Standard JJ– Perform Color Management

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for post press operation to perform color management by controlling LAB values & their matching procedure, controlling ink density in printing machine and controlling drying parameter of printed jobs. Color processing, LAB Value maintenance during printing process inks management, process of ink filling CPC Processing are underpinning knowledge for the Competency Standard.

| Competency Units  | Performance Criteria   |
|---|--|
| <b>CU-1</b><br><b>Control L*a*b* and density values</b> | The learner will be able to:<br>P1- Match color L*a*b* values with given reference as per docket/job card.<br>P2- Maintain Delta E( $\Delta E$ ) of colors with in the Specified range during production.<br>P3-Verify Color Density |
| <b>CU-2</b><br><b>Control drying parameters</b>         | The learner will be able to:<br>P1- Control wet ink on sheets through proper drying time.<br>P2- Check low stacks from the machine as per job.   |



## KNOWLEDGE AND UNDERSTANDING

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge to:

- K1. Define color management.
- K2. Enlist process colors.
- K3. Describe  $\Delta E$ .
- K4. Define L\*a\*b\* Values.
- K5. State procedure of LAB matching.
- K6. Define ink density.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Match color L\*a\*b\* values with given reference as per docket/job card.
- Check Delta E( $\Delta E$ ) of colors with in the specified range during production.
- Control wet ink on sheets through proper drying time.

## List of Tools and Equipment

| Sr. no. | Tools & Equipment   |
|---------|---------------------|
| 1.      | Spectro photo meter |
| 2.      | Magnifying glass    |



## Competency Standard KK – Develop Layout & Dummy

**Overview:** This Competency Standard describes the performance outcomes skills and knowledge required for the Post press operations to development of layout and dummy of new job with the minimum wastage.

| Competency Units   | Performance Criteria  |
|--|---|
| <b>CU-1</b><br><b>Perform manual sizing and layout</b>       | The learner will be able to:<br><br>P1- Verify side-lay & front-lay of the substrate.<br>P2- Verify the colour, type and size as per sample.<br>P3- Make sketch of unit box on the large sheet.<br>P4- Verify the thickness and GSM value of the substrate.   |
| <b>CU-2</b><br><b>Instruct Graphic designer for Art Work</b> | The learner will be able to:<br><br>P1- Create master art board sheet size.<br>P2- Adjust Ups according to art board.<br>P3- Check the margin of side-lay & front-lay of the substrate.<br>P4- Check the folding / perforation margin of the substrate.<br>P5- Add bleeding / over lapping for flash cutting.<br>P6- Verify CMYK colour bar on layout.<br>P7- Check side-lay, cutting and registration marks.<br>P8- Verify job card and form number on layout. |
| <b>CU-3</b><br><b>Develop a Dummy</b>                        | The learner will be able to:<br><br>P1- Make a print out of actual size.<br>P2- Create a Dummy.<br>P3- Verify Dummy as per job.<br>P4- Get approval from client.  |





## KNOWLEDGE AND UNDERSTANDING

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to.

- K1. State Standard sizes of substrate.
- K2. Identify side lay and front lay.
- K3. Describe the purpose of layout.
- K4. Describe the development process of Dummy.
- K5. Describe the importance of bleeding area.
- K6. Describe the importance of job card number.
- K7. Describe the importance of CMYK color bar.
- K8. Describe the importance registration marks.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare a sketch of unit box on the large sheet.
- Create a Dummy.

## List of Tools and Equipment

| Sr. no. | Tools & Equipment |
|---------|-------------------|
| 1.      | Scissor           |
| 2.      | Measuring tape    |
| 3.      | Set square        |
| 4.      | Paper cut Knife   |

**COMPLETE LIST OF TOOLS AND EQUIPMENT FOR PUBLISHING****List of Tool & equipment (Publishing)**

| Sr. # | Description             | Quantity |
|-------|-------------------------|----------|
| 1.    | Spanner set             | 02       |
| 2.    | Allen key set           | 02       |
| 3.    | Torque wrench           | 02       |
| 4.    | Screw driver set        | 02       |
| 5.    | Plier set               | 02       |
| 6.    | Lock plier              | 02       |
| 7.    | Nose plier              | 02       |
| 8.    | Grip plier              | 02       |
| 9.    | Punch set               | 02       |
| 10.   | Tommy bar set           | 02       |
| 11.   | Grease gun              | 02       |
| 12.   | Oil can                 | 02       |
| 13.   | Hammer 250 gram         | 02       |
| 14.   | Hammer 500 gram         | 02       |
| 15.   | Wooden Hammer           | 04       |
| 16.   | Puller set (hit puller) | 02       |
| 17.   | Adjustable wrench       | 02       |
| 18.   | Vernier caliper         | 04       |
| 19.   | Micrometer              | 06       |
| 20.   | Humidity meter          | 02       |
| 21.   | Paint brush             | 10       |
| 22.   | Cleaning bush           | 10       |
| 23.   | Calibrated beaker       | 06       |
| 24.   | Docket cover            | 25       |
| 25.   | Magnifying glass        | 06       |
| 26.   | PPE,s                   | 25       |
| 27.   | Heavy duty scissor      | 10       |
| 28.   | Medium size scissor     | 06       |



|     |  |    |
|-----|--|----|
| 29. | Steel rule                                 | 10 |
| 30. | Hot gun                                    | 02 |
| 31. | Air blower                                 | 02 |
| 32. | Silicon tube gun                           | 02 |
| 33. | Fire extinguisher                          | 02 |
| 34. | Separating knife                           | 10 |
| 35. | Nicking tool                               | 04 |
| 36. | Wire gauge                                 | 04 |
| 37. | worktable                                  | 10 |
| 38. | Sitting Stools                             | 30 |
| 39. | Wire brush                                 | 10 |
| 40. | Steel shelves                              | 04 |
| 41. | Heavy duty stapler (manual)                | 04 |
| 42. | Spectro photo meter (required for Level 5) | 01 |
| 43. | Cutter plier                               | 10 |
| 44. | Substrate weight scale with cutter         | 01 |

**List of Machinery (Publishing)**

| Sr. no. | Description                             | Quantity |
|---------|---|----------|
| 1.      | Saddle stitch (semiautomatic)           | 01       |
| 2.      | Paper folding machine                   | 01       |
| 3.      | Thread sewing machine                   | 01       |
| 4.      | Perfect binder (hot glue)               | 01       |
| 5.      | Spiral punching machine                 | 02       |
| 6.      | Wire binding machine                    | 01       |
| 7.      | Creasing machine (manual)               | 02       |
| 8.      | Numbering machine (manual)              | 25       |
| 9.      | Numbering machine (platen)              | 01       |
| 10.     | Guillotine (programmable)               | 01       |
| 11.     | Pressing machine (manual)               | 02       |
| 12.     | Die cutting machine (cylinder)          | 01       |
| 13.     | Double card pasting machine (Semi-auto) | 02       |
| 14.     | Eyelet machine (semi auto)              | 02       |
| 15.     | Pedestal drill machine                  | 02       |
| 16.     | Perforation machine (manual)            | 02       |
| 17.     | Saddle stitch (manual)                  | 01       |
| 18.     | A3- Laser Printer (color)               | 01       |

**List of Consumables (Publishing)**

| Sr. no. | Description                             | Quantity       |
|---------|---|----------------|
| 1.      | Thinner                                 | 10 liter       |
| 2.      | Cotton waste                            | 25 Kg          |
| 3.      | Saddle stitching wire (22 gauge)        | 4 Roll         |
| 4.      | Saddle stitching wire (23 gauge)        | 4 Roll         |
| 5.      | Saddle stitching wire (24 gauge)        | 4 Roll         |
| 6.      | Saddle stitch knife                     | 4 set          |
| 7.      | Manual numbering pads                   | 12             |
| 8.      | Manual numbering ink 3 different colors | 12 kg          |
| 9.      | Kerosene oil                            | 5 Liter        |
| 10.     | Bone folder                             | 60 pcs         |
| 11.     | Offset Paper (23x36)                    | 60 Rim         |
| 12.     | Art paper (coated paper - 23x36)        | 15 Rim         |
| 13.     | Art card (coated card – 25x36)          | 50 Rim         |
| 14.     | Duplex board (box board – 25x36)        | 30 pkt         |
| 15.     | Craft paper (29x47)                     | 10 Rim         |
| 16.     | Stapler pin                             | 15 boxes       |
| 17.     | Hot melt glue                           | 02 Bag (50 Kg) |
| 18.     | Spiral-1 (1.5 ft)                       | 125 strips     |
| 19.     | Spiral-2 (1.5 ft)                       | 125 strips     |
| 20.     | Wire-o – 8 mm                           | 01 Roll        |
| 21.     | Wire-o – 10 mm                          | 01 Roll        |
| 22.     | Grey board-12 OZ (25x36)                | 200 sheets     |
| 23.     | Grey board-16 OZ (25x36)                | 100 sheets     |
| 24.     | Grey board- 20 OZ (25x36)               | 100 sheets     |
| 25.     | Binding cloth                           | 50 meter       |
| 26.     | Thread                                  | 10 reel        |
| 27.     | White Glue 5 kg                         | 10 Jars        |

**List of Personal Protective Equipment (Publishing)**

| Sr. # | Description                | Specifications | Quantity |
|-------|----------------------------|----------------|----------|
| 1.    | First AID Box              | Standard       | 2        |
| 2.    | Fire Extinguisher Cylinder | Co2- 5 Kg      | 5        |
| 3.    | Fire Blanket               | Standard       | 2        |
| 4.    | Fire Bucket                | Standard       | 2        |
| 5.    | Safety Gloves              | Standard       | 2 boxes  |
| 6.    | Safety Goggles             | White          | 10       |
| 7.    | Safety Shoes               | Standard       | 25       |
| 8.    | Safety Belt                | Standard       | 5        |
| 9.    | Uniform/Dhangri            | Standard       | 25       |

**List of Stationary (Publishing)**

| Sr. # | Description           |
|-------|-----------------------|
| 1.    | Handbooks / Registers |
| 2.    | Pencils/ pens         |
| 3.    | Rubbers/Erasers       |
| 4.    | Sharpeners            |
| 5.    | Paper Cutter          |
| 6.    | Colors                |
| 7.    | White charts          |
| 8.    | Brown sheets          |
| 9.    | White board markers   |
| 10.   | Permanent markers     |
| 11.   | File cover and files  |
| 12.   | Tag cards             |

**COMPLETE LIST OF TOOLS AND EQUIPMENT FOR PACKAGING****List of Tool & equipment (Packaging)**

| Sr. # | Description             | Quantity |
|-------|-------------------------|----------|
| 1     | Spanner set             | 02       |
| 2     | Allen key set           | 02       |
| 3     | Torque wrench           | 02       |
| 4     | Screw driver set        | 02       |
| 5     | Plier set               | 02       |
| 6     | Lock plier              | 02       |
| 7     | Nose plier              | 02       |
| 8     | Grip plier              | 02       |
| 9     | Punch set               | 02       |
| 10    | Tommy bar set           | 02       |
| 11    | Grease gun              | 02       |
| 12    | Oil can                 | 02       |
| 13    | Hammer 250 gram         | 02       |
| 14    | Hammer 500 gram         | 02       |
| 15    | Wooden Hammer           | 04       |
| 16    | Puller set (hit puller) | 02       |
| 17    | Adjustable wrench       | 02       |
| 18    | Vernier caliper         | 04       |
| 19    | Micrometer              | 06       |
| 20    | Humidity meter          | 02       |
| 21    | Paint brush 4"          | 10       |
| 22    | Cleaning bush           | 10       |
| 23    | Calibrated beaker       | 06       |
| 24    | Docket cover            | 25       |
| 25    | Magnifying glass        | 06       |
| 26    | PPE,s                   | 25       |



|    |  |    |
|----|--|----|
| 27 | Heavy duty scissor                         | 10 |
| 28 | Medium size scissor                        | 06 |
| 29 | Steel rule                                 | 10 |
| 30 | Hot gun                                    | 02 |
| 31 | Air blower                                 | 02 |
| 32 | Silicon tube gun                           | 02 |
| 33 | Fire extinguisher                          | 02 |
| 34 | Separating knife                           | 10 |
| 35 | Nicking tool                               | 04 |
| 36 | Wire gauge                                 | 04 |
| 37 | Wire brush                                 | 10 |
| 38 | Steel shelves                              | 04 |
| 39 | Heavy duty stapler (manual)                | 04 |
| 40 | Spectro photo meter (required for Level 5) | 01 |
| 41 | Cutter plier                               | 10 |
| 42 | Substrate weight scale with cutter         | 01 |





### List of Machinery (Packaging)

| Sr. no. | Description                                  | Quantity |
|---------|--|----------|
| 1       | Lamination machine with 02 stands & 4 drums. | 02       |
| 2       | Guillotine (programmable) 92/115             | 01       |
| 3       | Die cutting machine (cylinder) with 4 chases | 01       |
| 4       | Hot foil machine (semi auto)                 | 01       |
| 5       | Pasting machine straight (semi auto)         | 01       |
| 6       | A3- Laser Printer (color)                    | 01       |

**List of Consumables (Packaging)**

| Sr. no. | Description                              | Quantity |
|---------|--|----------|
| 1       | Lamination Glue                          | 80KG     |
| 2       | Lamination film gloss                    | 4 Roll   |
| 3       | Lamination film matte                    | 4 Roll   |
| 4       | Conveyer blanket for lamination          | 10 pcs   |
| 5       | Thinner                                  | 10 liter |
| 6       | Cotton waste                             | 25 Kg    |
| 7       | Kerosene oil                             | 5 Liter  |
| 8       | Offset Paper (23x36)                     | 60 Rim   |
| 9       | Art paper (coated paper - 23x36)         | 15 Rim   |
| 10      | Art card (coated card – 25x36)           | 50 Rim   |
| 11      | Duplex board (box board – 25x36) 250 gsm | 50 pkt   |
| 12      | Craft paper (29x47)                      | 10 Rim   |
| 13      | Die 12.5"x18"                            | 4 pcs    |
| 14      | Die Block male–female counter block      | 12 pcs   |
| 15      | Die cutting Matrix 0.3 x 1.0 mm          | 50 pcs   |
| 16      | Foil Block                               | 12 pcs   |
| 17      | White Glue                               | 5 kg     |
| 18      | Plaster of paris 1kg                     | 4 boxes  |
| 19      | Foil Roll Golden 3"                      | 30 pcs   |
| 20      | Window envelop film 2"                   | 100 mtr  |
| 21      | Window envelop die 9"x4"                 | 2 pcs    |
| 22      | White Glue for Envelop pasting           | 10 kg    |
| 23      | Paint Brush 2"                           | 30 pcs   |
| 24      | Pasting Machine glue                     | 50 kg    |

**List of Personal Protective Equipment (Packaging)**

| Sr. # | Description                | Specifications | Quantity |
|-------|----------------------------|----------------|----------|
| 1     | First AID Box              | Standard       | 2        |
| 2     | Fire Extinguisher Cylinder | Co2- 5 Kg      | 5        |
| 3     | Fire Blanket               | Standard       | 2        |
| 4     | Fire Bucket                | Standard       | 2        |
| 5     | Safety Gloves              | Standard       | 2-boxes  |
| 6     | Safety Goggles             | White          | 10       |
| 7     | Safety Shoes               | Standard       | 25       |
| 8     | Safety Belt                | Standard       | 5        |
| 9     | Uniform/Dhangri            | Standard       | 25       |


**List of Stationary (Packaging)**

| Sr. # | Description           |
|-------|-----------------------|
| 1     | Handbooks / Registers |
| 2     | Pencils/ pens         |
| 3     | Rubbers/Erasers       |
| 4     | Sharpeners            |
| 5     | Paper Cutter          |
| 6     | Colors                |
| 7     | White charts          |
| 8     | Brown sheets          |
| 9     | White board markers   |
| 10    | Permanent markers     |
| 11    | File cover and files  |
| 12    | Tag cards             |

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