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# POST PRESS OPERATIONS (Publishing)

## Trainer Guide

### National Vocational Certificate Level 4

Version 1 - December 2019



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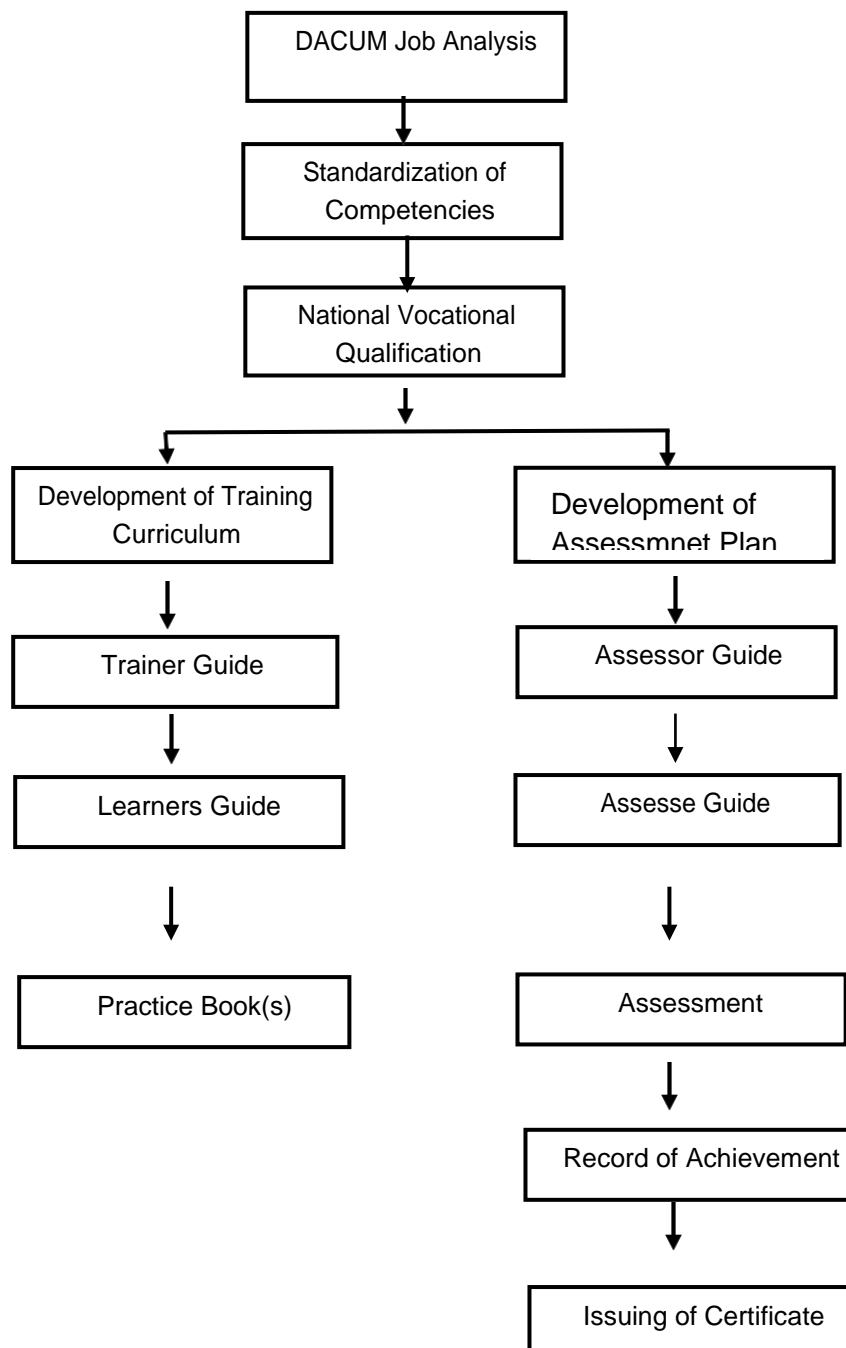
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# INTRODUCTION

This Guide supports the Competency-Based Training Curricula that will enable the trainees to achieve the competency standards that have been set by the relevant industry group.

The NVQF Competency-Based Training Curricula along with the associated Training Guides and the Assessment Guides are all developed from the skill competency standards established by Qualification Development Committee (QDC).

Below figure outlines the process of developing the competencies, curriculum, assessment requirements, delivering the training program and the assessments guide to certify achievement of the competencies.



The Trainer Guide provides guidelines and instructions to Trainers on the approaches that are required and on the organization and delivery of the curriculum training program.

## Curriculum

The Curriculum Manual is included in the Training and Learning Materials Package.

The curriculum is organized as a series of modules. Each module is broken down into a series of Learning Units. Each Learning Unit includes Learning Outcomes, Learning Elements, an estimate of the time needed, a list of materials required and the location for the learning to take place.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials needed	Location

### Lesson Plans

The Trainer will need to develop a coherent set of lesson plans for each module of the curriculum. This Guide includes a Lesson Plan Template. The Lesson Plans must be filed for later review if necessary.

### Assessment

It is necessary to assess the knowledge and skills of the trainees at the completion of each module.

(See the Assessment Guide for further details)

### Evaluation of Training Material

Trainers are invited to evaluate the Training Materials based on their experience of delivering the training. A template is provided to assist.

## EVALUATION OF TRAINING MATERIAL

The trainers/instructors who implement this training material can inform NAVTTC promptly of any shortcomings in training material on the following format. Please consider it as one of your responsibilities.

Format

<b>Trade:</b>			
<b>Training Material</b>	<b>Module Title &amp; Module Code</b>	<b>Learning Unit Title &amp; Learning Unit Code</b>	<b>Suggested amendments/ feedback/proposal</b>
Trainer Guide			
Learner Guide			
Practice Book			
Trainer Name:		Training Centre:	
Signature of Trainer:		Date:	



# LESSON PLANS

Dear Instructors/Trainers,

Model Lesson Plans for one module have been provided in this trainer's guide. A format and guidelines for writing Lesson Plans have also been provided in the succeeding pages. You are advised to prepare your own lesson plans for the remaining Learning Units using the suggested format and guidelines.

Lesson Plan - 1			
<b>Module: 4</b>	Perform Cutting and Trimming		
<b>Learning Unit: 1</b>	Perform Substrate Handling		
<b>Learning Outcome</b>	<ul style="list-style-type: none"> <li>• Verify side-lay &amp; front-lay of the printed substrate</li> <li>• Verify the GSM of the substrate as per docket.</li> <li>• Verify thickness of substrate as per docket.</li> <li>• Verify substrate size as per docket.</li> <li>• Verify the grain of substrate as per docket.</li> <li>• Perform Substrate Stacking as per instruction</li> </ul>		
At the end of the session the learners will be able to:			
<b>Methods</b>	<b>Key Notes</b>	<b>Media</b>	<b>Time</b>
Introduction			
Lecture	Introduce the Learning Unit.  Motivate the learners to create interest.  Tell them about the following learning objectives: <ul style="list-style-type: none"> <li>• Define side lay and front lay.</li> <li>• Define Importance of the substrate stacking</li> </ul>	Multimedia/ White board	30 min
Main Body			
Lecture	Brief learners about methods of cleaning of press room	Learner Guide/ Projector/ White board	300 min
-do-	<ul style="list-style-type: none"> <li>• Define side lay and front lay.</li> <li>• Define Importance of the substrate stacking</li> </ul>		
Group discussion			
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		30 min
Question and Answers	Ask questions to ensure that the learners acquired relevant knowledge.		
<b>Total time:</b>			06 hours

Lesson Plan - 2			
<b>Module: 4</b>	Perform Cutting and Trimming		
<b>Learning Unit: 2</b>	Verify Die as per docket		
<b>Learning Outcome</b>			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> <li>• Verify the die ups as per docket</li> <li>• Verify creasing matrix requirement as per thickness of the substrate.</li> </ul>			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the Learning Unit.  Motivate the learners to create interest.  Tell them about the following learning objectives: <ul style="list-style-type: none"> <li>• Define creasing matrix</li> </ul>	Multimedia/ White board	30 min
Main Body			
Lecture -do- Group discussion	Brief learners about methods of cleaning of press room  ➤ Define creasing matrix	Learner Guide/ Projector/ White board	360 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		30 min
Question and Answers	Ask questions to ensure that the learners acquired relevant knowledge.		
<b>Total time:</b>			08 hours

Lesson Plan - 3			
<b>Module: 4</b>	Perform Cutting and Trimming		
<b>Learning Unit: 3</b>	Make ready workstation for die cutting operation		
<b>Learning Outcome</b>			
At the end of the session the learners will be able to:	<ul style="list-style-type: none"> <li>• Perform nicking on cutting blade as per instruction</li> <li>• Set the die rubber on to the die</li> <li>• Mount the die on to the machine chase.</li> <li>• Mount machine chase on die cutting machine</li> <li>• Set the creasing matrix on the creasing rule.</li> <li>• Make position setting of die with the help of cutting paper/Carbon paper</li> <li>• Perform Substrate Stacking in to the feeder</li> <li>• Adjust the head-lay &amp; the side-lay</li> <li>• Adjust the impression as per.</li> </ul>		
Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> <li>• Describe elements of make ready for a new die cutting job</li> <li>• Describe the purpose of fanning.</li> <li>• Describe the importance of creasing, rule thickness and height</li> </ul>	Multimedia/ White board	60 min
Main Body			
Lecture -do- Group discussion	<p>Brief learners about methods of cleaning of press room</p> <ul style="list-style-type: none"> <li>➤ Describe elements of make ready for a new die cutting job</li> <li>➤ Describe the purpose of fanning.</li> <li>➤ Describe the importance of creasing, rule thickness and height</li> </ul>	Learner Guide/ Projector/ White board	1020min
Conclusion			
Lecture Question and Answers	<p>Summarize the lesson by reviewing important facts.</p> <p>Ask questions to ensure that the learners acquired relevant knowledge.</p>		60 min
<b>Total time:</b>			20 hours

Lesson Plan - 4			
<b>Module: 4</b>	Perform Cutting and Trimming		
<b>Learning Unit: 4</b>	Perform die cutting operation		
<b>Learning Outcome</b>			
At the end of the session the learners will be able to:	<ul style="list-style-type: none"> <li>• Get approval from the supervisor</li> <li>• Carry out cutting operation as per instruction</li> <li>• Check &amp; maintain the quality of die cutting</li> </ul>		
Methods	Key Notes	Media	Time
<b>Introduction</b>			
Lecture	Introduce the Learning Unit.  Motivate the learners to create interest.  Tell them about the following learning objectives: <ul style="list-style-type: none"> <li>• Describe die cutting operation</li> </ul>	Multimedia/ White board	60 min
<b>Main Body</b>			
Lecture  -do-  Group discussion	Brief learners about methods of cleaning of press room  ➤ Describe die cutting operation	Learner Guide/ Projector/ White board	540 min
<b>Conclusion</b>			
Lecture	Summarize the lesson by reviewing important facts.		60 min
Question and Answers	Ask questions to ensure that the learners acquired relevant knowledge.		
<b>Total time:</b>			10 hours

Lesson Plan - 5			
<b>Module: 4</b>	Perform Cutting and Trimming		
<b>Learning Unit: 5</b>	Perform post production activity		
<b>Learning Outcome</b>			
At the end of the session the learners will be able to:	<ul style="list-style-type: none"> <li>• Remove the die and cutting plate from the machine as per instruction</li> <li>• Clean the cutting plate as per instruction</li> <li>• Remove the pile form feeder and delivery.</li> <li>• Clean the machine &amp; workplace</li> </ul>		
Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> <li>• Describe the importance of maintaining/cleaning of work station</li> </ul>	Multimedia/ White board	15 min
Main Body			
Lecture -do- Group discussion	<p>Brief learners about methods of cleaning of press room</p> <ul style="list-style-type: none"> <li>➤ Describe the importance of maintaining/cleaning of work station</li> </ul>	Learner Guide/ Projector/ White board	90 min
Conclusion			
Lecture Question and Answers	<p>Summarize the lesson by reviewing important facts.</p> <p>Ask questions to ensure that the learners acquired relevant knowledge.</p>		15 min
<b>Total time:</b>			02 hours

Lesson Plan - 5			
<b>Module: 4</b>	Perform Cutting and Trimming		
<b>Learning Unit: 6</b>	Maintain log Book		
<b>Learning Outcome</b> At the end of the session the learners will be able to: <ul style="list-style-type: none"> <li>Record the final counter along-with the wastages</li> <li>Record downtime during die cutting operation</li> </ul>			
Methods	Key Notes	Media	Time
<b>Introduction</b>			
Lecture	Introduce the Learning Unit.  Motivate the learners to create interest.  Tell them about the following learning objectives: <ul style="list-style-type: none"> <li>Importance of record keeping</li> </ul>	Multimedia/ White board	15 min
<b>Main Body</b>			
Lecture  -do-  Group discussion	Brief learners about methods of cleaning of press room  ➤ Importance of record keeping	Learner Guide/ Projector/ White board	90 min
<b>Conclusion</b>			
Lecture  Question and Answers	Summarize the lesson by reviewing important facts.  Ask questions to ensure that the learners acquired relevant knowledge.		15 min
<b>Total time:</b>			02 hours

## GUIDELINES FOR WRITING LESSON PLAN

The template for lesson plan has been provided at next page. These guidelines are for trainers, to write their own lesson plans as follows:

1. Introduce yourself and the Learning Unit, and state the Learning Outcomes of the session clearly to activate attention of learners.
2. In **Introduction** part of lesson plan state the Learning Objectives of the lesson. This allows the learners to organize their thoughts on what they will learn and to perform. Also state some questions to recall prior knowledge of learners to arouse their interest and motivation.
3. In **Body** part of lesson plan present the new information or material that is to be learned. Demonstration of a skill relevant with the Learning Unit is also stated here. Also mention the teaching and learning methods for each learning element from *Trainer Guidelines*, the relevant media e.g. handouts, practice book, power-point slides, videos, white board and time duration for each activity in the relevant columns.
4. In **Conclusion** part list the strategies used for summarizing and reviewing the lesson delivered. Also mention the strategies for formative assessment to ensure that the transfer of knowledge and skill has been achieved.



## FORMAT FOR LESSON PLAN

<b>Module</b>			
<b>Learning Unit</b>			
<b>Learning Outcomes</b>			
<input type="checkbox"/> <input type="checkbox"/>			
Methods	Key Notes	Media	Time
<b>Introduction</b>			
<b>Main Body</b>			
<b>Conclusion</b>			
			<b>Total time:</b>

## DEMONSTRATION OF SKILL

Demonstration or modelling a skill is a powerful tool which is used in vocational training. For any practical demonstration, it is important for a Trainer to follow the given instructions:

1. Trainer must be competent enough and practice the skill before demonstration to learners, if possible.
2. Arrange all tools, equipment and consumable material which are required for demonstration of a skill
3. Introduce the competence to learners clearly at the commencement of demonstration.
4. Explain how the skill relates with the skill(s) already acquired and describe the expected results or show the objects to learners.
5. Ensure that all the learners are attentive at the time of practical demonstration.
6. Carry out demonstration in a way that it can be seen by all learners.
7. Perform each step slowly and speak out loudly so that all learners can hear and understand.
8. During the demonstration, guide the learners individually, whenever needed.
9. Mention critical/complex steps and ensure safety precautions
10. Explain theoretical knowledge where applicable and ask questions to learners to check their learning skills.
11. Repeat critical steps in demonstration, if required.
12. Summarize the demonstration and discuss the result of demonstration

## OVERVIEW OF PROGRAMME

**Course: Senior Binder**

**Total Duration: 550 hours**

### Course Overview:

The purpose of this training program is to develop skills of those learners who want to pursue their careers in Post Press – Publishing industry. After successfully achieving the qualification the Senior Binder can work in Post press Publishing sector.

Module	Learning Units	Theory hours	Workplace hours
A- Perform Spiral Binding	<b>LU1:</b> Perform substrate handling <b>LU2:</b> Verify spiral/wire-o material and size <b>LU3:</b> Make ready workstation for spiral binding operation <b>LU4:</b> Perform spiral binding operation room <b>LU5:</b> Perform post production activity <b>LU6:</b> Maintain log book	12 Hrs	48 Hrs
B- Perform Hard cover Binding	<b>LU1:</b> Perform Substrate handling <b>LU2:</b> Verify Material quality <b>LU3:</b> Prepare workstation for Hard cover binding operation <b>LU4:</b> Prepare Hard cover <b>LU5:</b> Perform Hard cover binding operation <b>LU6:</b> Perform post production activity <b>LU7:</b> Maintain log Book	24 Hrs	126 Hrs
C- Perform Numbering Machine Operation	<b>LU1:</b> Perform Substrate handling <b>LU2:</b> Make ready workstation for numbering machine operation. <b>LU3:</b> Perform numbering machine operation <b>LU4:</b> Perform post production activity <b>LU5:</b> Maintain log book.	16 Hrs	84 Hrs
D- Perform Cutting and Trimming	<b>LU1:</b> Perform Substrate handling <b>LU2:</b> Make ready workstation for cutting and trimming operation. <b>LU3:</b> Perform cutting and trimming operation <b>LU4:</b> Perform post production activity <b>LU5:</b> Maintain log book.	22 Hrs	138 Hrs

E- Solve problems at work place Operation	LU1: Analyze the problem LU2: Identify possible solutions LU3: Recommend solution to higher management LU4: Implement Solution LU5: Evaluate/monitor results and outcome	25 Hrs	25 Hrs
F- Develop communication skills	<b>LU1:</b> Make telephone calls <b>LU2:</b> Instruct labors <b>LU3:</b> Communicate with supervisor <b>LU4:</b> Maintain relations with people	15 Hrs	15 Hrs

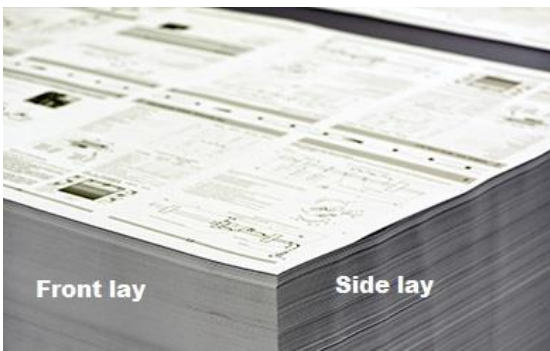

## TRAINER'S GUIDELINE

### Module-1: Perform Spiral Binding

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform substrate handling	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>Identify side lay and front lay of substrate</li> </ul> Arrange visit to workshop Show parts of machine	Classroom     Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-2 Verify spiral/wire-o material and size	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>Enlist the regular sizes of spiral</li> </ul> Arrange visit to workshop	Classroom     Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-3 Make ready workstation for spiral binding operation	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>Define number of punch holes per inch as per wiro/spiral size</li> <li>Enlist the tools required for spiral binding</li> </ul> Arrange visit to workshop	Classroom     Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-4 Perform spiral binding operation room	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>Advantages of Spiral/wiro binding</li> </ul> Arrange visit to workshop	Classroom     Press room lab/ industry	Learner's Guide/ Hand Outs Visuals

<p>LU-5</p> <p>Perform post production activity</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Describe the importance of maintaining/cleaning of work station.</li> </ul>	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-6</p> <p>Maintain log book</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Importance of record keeping</li> </ul>	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

**Practical activity 1/1:**



		<b>Perform Spiral Binding</b>	
<b>Module: 1</b>	<b>Learning Unit: 1</b>	Perform substrate handling	
	<b>Practical Description:</b>	Verify the substrate according to dummy, counting according to docket/job card	
<b>Time:</b>	<b>04 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	Proper dress code, safety shoes		
<b>Materials</b>	Substrate as per job card		
<b>Key Point</b>	Carefully handle the substrate		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Verify side lay and Front lay of the printed substrate.</li> <li>• Verify page number sequence as per dummy</li> <li>• Prepare paper stacking.</li> </ul>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
1. Verify side lay and Front lay of the printed substrate.			
2. Verify page number sequence as per dummy			

3. Prepare paper stacking.

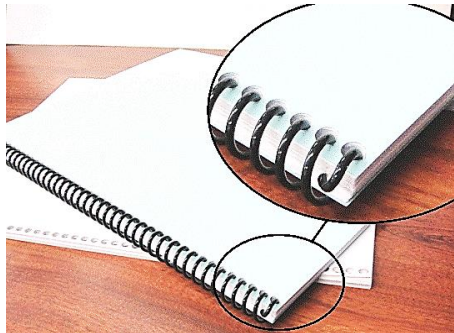




**Practical Activity 1/1:**

		<b>Perform Spiral Binding</b>	
<b>Module: 1</b>	<b>Learning Unit: 2</b>	Verify spiral/wire-o material and size	
	<b>Practical Description:</b>	Verify the spiral/wire-o size, color, material & side of the binding.	
<b>Time:</b>	<b>04 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	Measuring scale, Cutter plier		
<b>PPE</b>	Proper dress code, safety shoes		
<b>Materials</b>	N/A		
<b>Key Point</b>	N/A		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Select the spiral/ wire-o as per Docket</li> <li>2. Verify spiral/ wire-o with the help of Vernier caliper.</li> </ol>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
1. Select the spiral/ wire-o as per Docket			
2. Verify spiral/ wire-o with the help of Vernier caliper.			

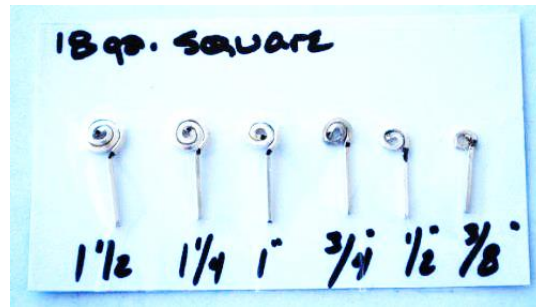
**Practical Activity 1/1:**

<b>Perform Spiral Binding</b>	
<b>Module: 1</b>	<b>Learning Unit: 3 &amp; 4</b>   Make ready workstation for spiral binding / Perform spiral binding operation room
	<b>Practical Description:</b>   Verify the spiral/ wire-o size, color, material & side of the binding.
<b>Time:</b>	<b>26 hours</b>
<b>Equipment</b>	Punching machine, wire-o closer
<b>Tools</b>	Spanner set, Nose plier, Allen key set, Screw driver set, Heavy duty scissor, Hammer.
<b>PPE</b>	Proper dress code, safety shoes
<b>Materials</b>	wire-o / Spiral
<b>Key Point</b>	Always use wiros or spiral as per book spine.
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Verify hole punch size as per instruction.</li> <li>2. Adjust punch machine impression as per instruction</li> <li>3. Adjust spiral/ wire-o as per book/ calendar size.</li> <li>4. Adjust wire-o closer as per instruction.</li> <li>5. Perform test run.</li> <li>6. Perform punching on the binding side of the book as per docket.</li> <li>7. Insert wire/spiral on the binding side of the book as per instruction.</li> <li>8. Make a sample copy for approval from supervisor.</li> <li>9. Press wire-o as per approved sample.</li> <li>10. Perform Spiral binding operation as per approved sample.</li> </ol>
<b>Precautions:</b>	To keep the alignment perfect, always punch title and pages at same setting.
<b>Instructions</b>	<b>Illustrations</b>
<ol style="list-style-type: none"> <li>1. Verify hole punch size as per instruction.</li> </ol>	

2. Adjust punch machine impression as per instruction.



3. Adjust spiral/wiro as per book/ calendar size.



4. Adjust wire-o closer as per instruction.



5. Perform test run.



6. Perform punching on the binding side of the book as per docket.



7. Insert wire-o /spiral on the binding side of the book as per instruction.



8. Make a sample copy for approval from supervisor.





9. Press wire-o as per approved sample.



10. Perform Spiral binding operation as per approved sample.



Practical Activity 1/1:

		<b>Perform Spiral Binding</b>	
<b>Module: 1</b>	<b>Learning Unit: 5 &amp; 6</b>	Describe the importance of maintaining/cleaning of work station/ Importance of record keeping	
	<b>Practical Description:</b>	Cleaning workstation with clean cloths & right chemical / record keeping in efficient manner.	
<b>Time:</b>	<b>14 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	Proper dress code, safety shoes		
<b>Materials</b>	Log book		
<b>Key Point</b>	Cleaning workstation to save time for the next job & record keeping		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Stack the finished items as per instruction</li> <li>2. Clear the workstation</li> <li>3. Record the final count along with the wastages</li> <li>4. Record the down time</li> </ol>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
<ol style="list-style-type: none"> <li>1. Stack the finished items as per instruction</li> </ol>			
<ol style="list-style-type: none"> <li>2. Clear the workstation</li> </ol>			



## TRAINER'S GUIDELINE

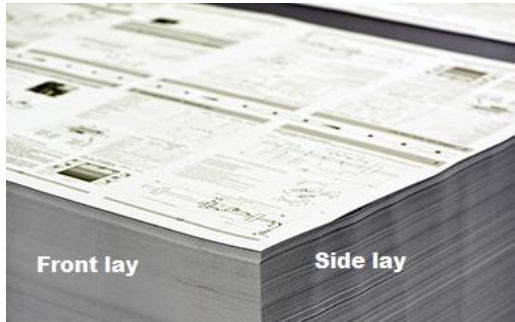

### Module-2: Perform Hardcover Binding

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform substrate handling	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>Identify side lay and front lay of cover</li> </ul> <p>Arrange visit to workshop Show parts of machine</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-2 Verify Material quality	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>Describe the types of cover.</li> <li>Describe the types of grey board</li> <li>Describe the importance and application of glue</li> </ul> <p>Arrange visit to workshop</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-3 Prepare workstation for Hard cover binding operation	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>Understand the procedure of hard cover binding operation</li> </ul> <p>Arrange visit to workshop</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-4 Prepare Hard cover	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>Understand the procedure of hard cover preparation</li> </ul> <p>Arrange visit to workshop</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

LU-5 Perform Hard cover binding operation	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Enlist the material used in hard cover binding operation</li> </ul> Arrange visit to workshop	Classroom  Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-6 Perform post production activity	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Describe the importance of maintaining/cleaning of work station.</li> </ul>	Classroom	Learner's Guide/ Hand Outs Visuals
LU-7 Maintain log Book	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Importance of record keeping</li> </ul>	Classroom	Learner's Guide/ Hand Outs Visuals




Practical Activity 1/1:

		Perform Hard cover Binding	
<b>Module: 2</b>	<b>Learning Unit: 1</b>	Perform substrate handling	
	<b>Practical Description:</b>	Verify the substrate according to dummy, counting according to docket/job card	
<b>Time:</b>	<b>04 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	Proper dress code, safety shoes		
<b>Materials</b>	Substrate as per job card		
<b>Key Point</b>	Carefully handle the substrate		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Verify side lay and Front lay of the printed substrate.</li> <li>2. Verify page number sequence as per dummy</li> <li>3. Prepare paper stacking.</li> </ol>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Instructions</b>	
<ol style="list-style-type: none"> <li>1. Verify side lay and Front lay of the printed substrate.</li> </ol>			
<ol style="list-style-type: none"> <li>2. Verify page number sequence as per dummy.</li> </ol>			

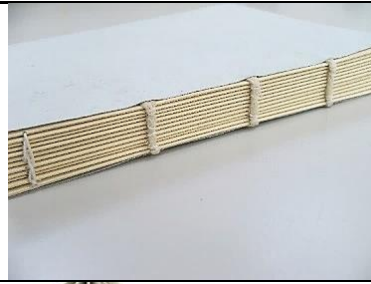
3. Prepare paper stacking.



Practical Activity 1/1:

		Perform Hard cover Binding	
<b>Module: 2</b>	<b>Learning Unit: 2</b>	<b>Verify Material quality</b>	
	<b>Practical Description:</b>	Verify the material quality as per docket.	
<b>Time:</b>	<b>14 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	Measuring scale, Docket, Weighing scale with cutter, Hammer, Scissor, Knife,		
<b>PPE</b>	Proper dress code, safety shoes		
<b>Materials</b>	Glue, Rexine, Gray boards, Cotton yarn,		
<b>Key Point</b>	Perform the work with presence of mind & place right cover at right place.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Verify Grey board size as per docket.</li> <li>• Verify the spine of sewed book as per docket.</li> <li>• Verify ounce (OZ) of grey board as per docket.</li> <li>• Verify bookmark ribbon size/colour as per docket.</li> <li>• Verify Zip size as per docket</li> <li>• Verify glue viscosity as per instruction.</li> </ul>		
<b>Precautions:</b>	Remember to check book sequence & place of the cover.		
<b>Instructions</b>		<b>Illustrations</b>	
1. Verify Grey board size as per docket.			

2. Verify the spine of sewed book as per docket.



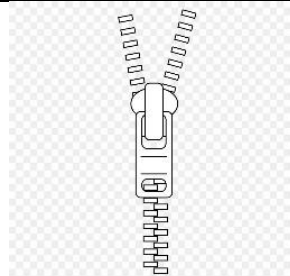
3. Verify ounce (OZ) of grey board as per docket.



4. Verify bookmark ribbon size/color as per docket.





5. Verify Zip size as per docket



6. Verify glue viscosity as per instruction.



Practical Activity 1/1:

		Perform Hard cover Binding	
<b>Module: 2</b>	<b>Learning Unit: 3</b>	<b>Prepare workstation for Hard cover binding operation</b>	
	<b>Practical Description:</b>	Set the quad on table to place the cover as per instruction.	
<b>Time:</b>	<b>18 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	Quads		
<b>PPE</b>	Proper dress code, safety shoes		
<b>Materials</b>	Glue, Cotton yarn, Needle, Grey board, Rexene,		
<b>Key Point</b>	A clean workplace ensures to efficiently use of material i.e. graybeard, glue.		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Set the quad on table to place the cover as per instruction.</li> <li>2. Fill the glue in the glue pot</li> <li>3. Perform Substrate Stacking as per instruction.</li> </ol>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Illustrations</b>	
1. Set the quad on table to place the cover as per instruction.			
2. Fill the glue in the glue pot.			

3. Perform Substrate Stacking as per instruction.



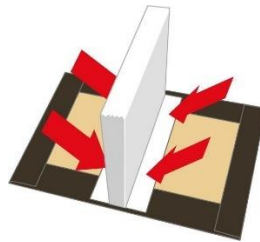
Practical Activity 1/1:

		<b>Perform Hard cover Binding</b>	
<b>Module: 2</b>	<b>Learning Unit: 4 &amp; 5</b>	<b>Prepare Hard cover, Perform Hard cover Binding</b>	
	<b>Practical Description:</b>	Prepare gray board and Rexene to preform binding.	
<b>Time:</b>	<b>72 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	Paper cutter, Paint brush, Scissor,		
<b>PPE</b>	Proper dress code, safety shoes,		
<b>Materials</b>	Sponge, Grey board, Covers, Stitched book, Gloves,		
<b>Key Point</b>	Perform hard cover binding with presence of mind as per docket.		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Apply glue on cover as per instruction</li> <li>2. Place the grey board as per instruction</li> <li>3. Fold and press the cover on grey board as per instruction</li> <li>4. Apply glue on spine of sewed book.</li> <li>5. Press the spine of dried glue book as per instruction</li> <li>6. Perform three side trimming as per instruction</li> <li>7. Paste bookmark ribbon and Zip on the book spine as per instruction</li> <li>8. Paste binding cloth/paper on the spine of a book.</li> <li>9. Place the dried book inside the hard cover as per instruction.</li> <li>10. Apply the glue on first blank page and press it gently.</li> <li>11. Apply the glue on last blank page and press it gently.</li> <li>12. Get approval from the supervisor</li> <li>13. Carry out Hard cover binding operation as per instruction</li> <li>14. Check &amp; maintain the quality of hard cover binding operation.</li> </ol>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Illustrations</b>	

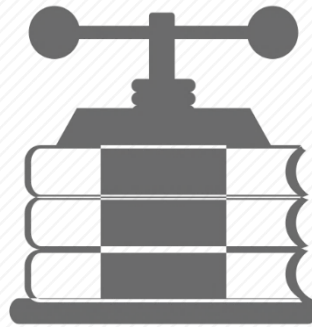
1. Apply glue on cover as per instruction



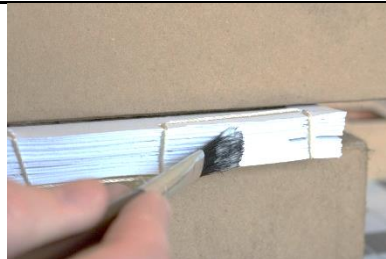
2. Place the grey board as per instruction



3. Fold and press the cover on grey board as per instruction



4. Apply glue on spine of sewed book.



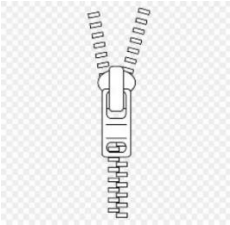

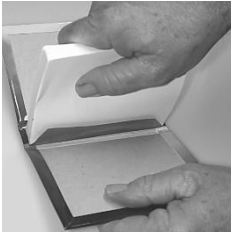
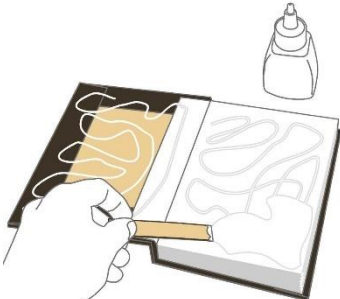
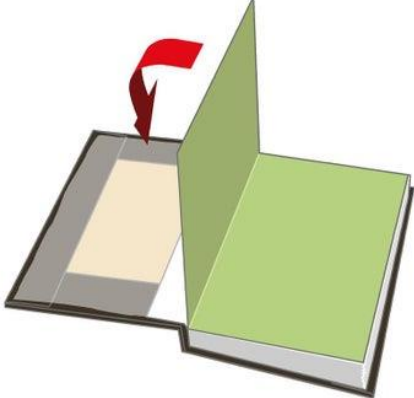

5. Press/ nipping the spine of dried glue book as per instruction



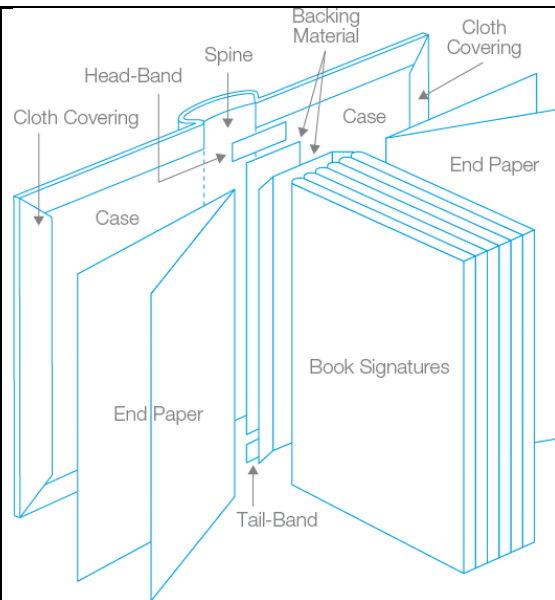
6. Perform three side trimming as per instruction



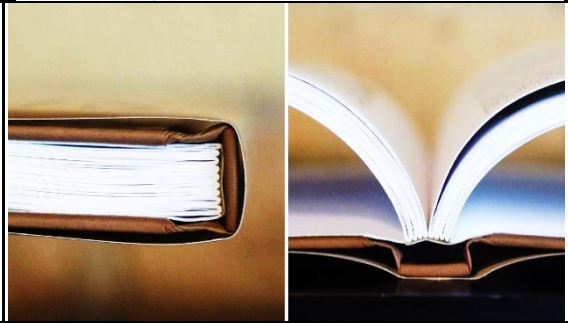


<p>7. Paste bookmark ribbon and Zip on the book spine as per instruction</p>	
<p>8. Paste binding cloth/paper on the spine of a book.</p>	
<p>9. Place the dried book inside the hard cover as per instruction.</p>	
<p>10. Apply the glue on first blank page and press it gently.</p>	
<p>11. Apply the glue on last blank page and press it gently.</p>	
<p>12. Get approval from the supervisor</p>	


13. Carry out Hard cover binding operation as per instruction



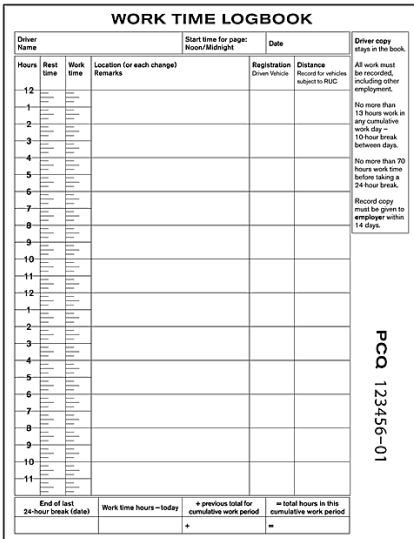
14. Check & maintain the quality of hard cover binding operation.



Practical Activity 1/1:

		<b>Perform Hard cover Binding</b>	
<b>Module: 2</b>	<b>Learning Unit: 6</b>	Perform post production activity	
	<b>Practical Description:</b>	Clean the workstation.	
<b>Time:</b>	<b>6 Hours</b>		
<b>Equipment</b>	Manual Lamination Machine		
<b>Tools</b>	Din cup, Speed switch		
<b>PPE</b>	Proper dress, safety shoes, safety gloves		
<b>Materials</b>	Glue		
<b>Key Point</b>	Clean the workstation.		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Remove the waste material as per instruction</li> <li>2. Clean the work station as per instruction</li> </ol>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Illustrations</b>	
1. Remove the waste material as per instruction.			
2. Clean the work station as per instruction			

Practical Activity 1/1:

<b>Module: 2</b>	<b>Perform Hard cover Binding</b>	
	<b>Learning Unit: 7</b>	Maintain Log book
	<b>Practical Description:</b>	Maintain the record sheet in terms of final counter along with wastages and down time of machine.
<b>Time:</b>	<b>8 Hours</b>	
<b>Equipment</b>	N/A	
<b>Tools</b>	N/A	
<b>PPE</b>	N/A	
<b>Materials</b>	Logbook	
<b>Key Point</b>	Properly maintain the record sheet	
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>Record the final counter along-with the wastages</li> <li>Record downtime during hard cover binding operation</li> </ol>	
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process	
<b>Instructions</b>		<b>Illustrations</b>
<ol style="list-style-type: none"> <li>Record the final counter along-with the wastages</li> </ol>		
<ol style="list-style-type: none"> <li>Record downtime during hard cover binding operation</li> </ol>		

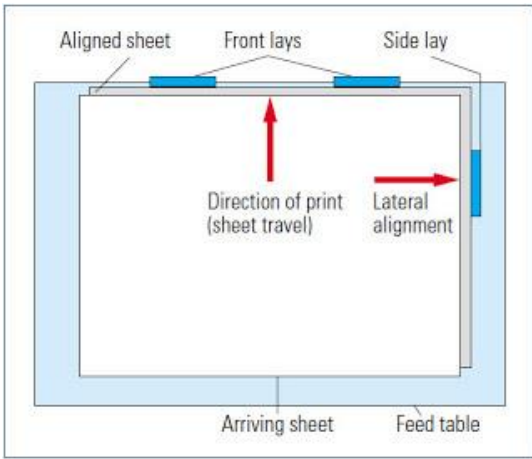

## TRAINER'S GUIDELINE

### Module-3: Perform Numbering Machine Operation

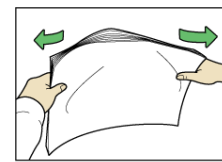
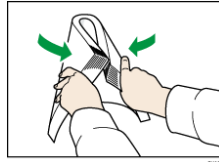
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform Substrate handling	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Verify side lay and front lay of the printed substrate.</li> </ul> Arrange visit to workshop Show parts of machine	Classroom      Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-2 Make ready workstation for numbering machine operation.	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Understand function of feeder function.</li> </ul> Arrange visit to workshop	Classroom      Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-3 Perform numbering machine operation	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Understand method of numbering impression</li> </ul> Arrange visit to workshop	Classroom      Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-4 Perform post production activity	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Describe the importance of maintaining/cleaning of work station</li> </ul> Arrange visit to workshop	Classroom      Press room lab/ industry	Learner's Guide/ Hand Outs Visuals

LU-5 Maintain log book.	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"><li data-bbox="478 280 917 313">• Importance of record keeping.</li></ul>	Classroom	Learner's Guide/ Hand Outs Visuals
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**Practical Activity # 1/1**

Perform Numbering Machine Operation		
<b>Module: 3</b>	<b>Learning Unit: 1</b>	<b>Perform Substrate handling</b>
	<b>Practical Description:</b>	Handle the substrate to verify side-lay & front-lay of the printed substrate and size for Numbering machine.
<b>Time:</b>	<b>8 hours</b>	
<b>Equipment</b>	N/A	
<b>Tools</b>	N/A	
<b>PPE</b>	Proper dress, safety shoes, safety gloves	
<b>Materials</b>	Substrate (Paper / Box Board)	
<b>Key Point</b>	Carefully handle the substrate.	
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Verify side lay and front lay of the printed substrate.</li> <li>• Prepare paper stacking as per instruction.</li> </ul>	
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process	
Instructions		Illustrations
1. Verify Side lay and Front lay		
2. Adjust Side lay and Front lay		
3. Check binding side		

4. Perform fanning



5. Paper feeding in machine

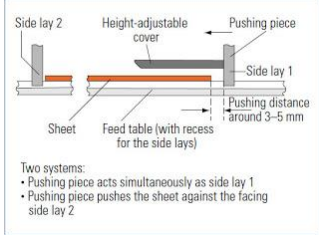




6. Set paper on machine according to the requirement





**Practical Activity # 1/1**

<b>Module: 3</b>	<b>Perform Numbering Machine Operation</b>	
	<b>Learning Unit: 2</b>	<b>Make ready workstation for numbering machine operation.</b>
	<b>Practical Description:</b>	Perform Pre-process operations of numbering machine
<b>Time:</b>	<b>16 hours</b>	
<b>Equipment</b>	Numbering machine (Platen)	
<b>Tools</b>	Allen key set, Plier set, Spanner set	
<b>PPE</b>	Proper dress, safety shoes, safety gloves	
<b>Materials</b>	Substrate (Printed Skillet)	
<b>Key Point</b>	Carefully handle the substrate.	
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Prepare numbering ink as per docket</li> <li>• Adjust numbering sequence as per docket</li> <li>• Adjust feeder as per substrate size.</li> <li>• Stack substrate in machine feeder</li> <li>• Adjust air vacuum of feeder as per substrate.</li> <li>• Adjust substrate delivery as per substrate size.</li> <li>• Adjust numbering impression as per instruction.</li> </ul>	
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process	
<b>Instructions</b>		<b>Illustrations</b>
1. Placement of numbering		 <p>Two systems:          • Pushing piece acts simultaneously as side lay 1          • Pushing piece pushes the sheet against the facing side lay 2</p>
2. Type of numbering		
3. Color selection		

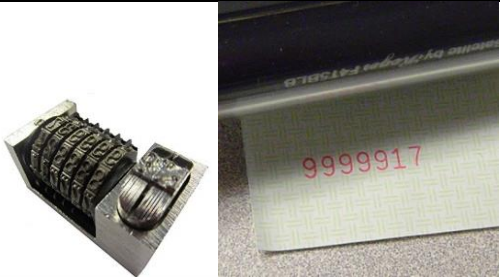


4. Impression setting as per substrate



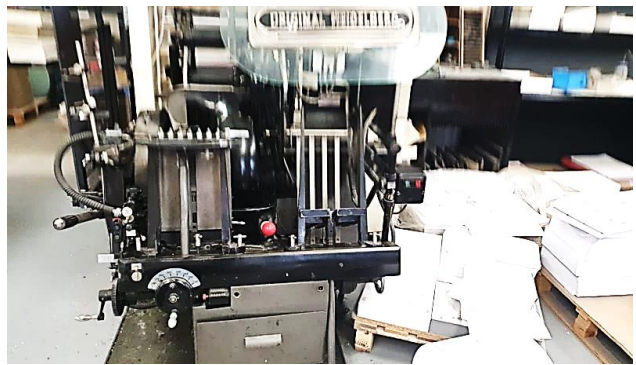
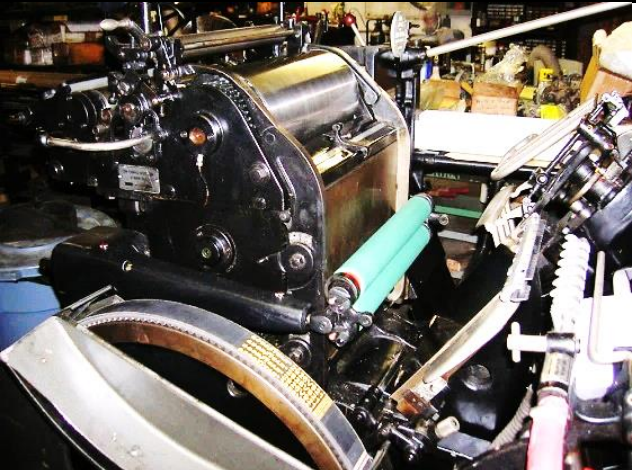
5. Adjust feeder and delivery



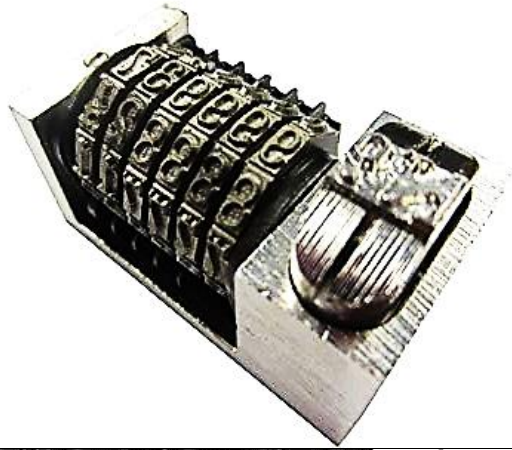
**Practical Activity # 1/1**

		<b>Perform Numbering Machine Operation</b>	
<b>Module: 3</b>	<b>Learning Unit: 3</b>	<b>Perform numbering machine operation</b>	
	<b>Practical Description:</b>	Perform operations of numbering machine	
<b>Time:</b>	<b>46 hours</b>		
<b>Equipment</b>	Numbering machine (Platen)		
<b>Tools</b>	Allen key set, Plier set, Spanner set		
<b>PPE</b>	Proper dress, safety shoes, safety gloves		
<b>Materials</b>	Substrate (Printed Skillet)		
<b>Key Point</b>	A clean workplace ensures the safety and health of employees and visitors.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Make a sample copy as per docket.</li> <li>• Get approval from the supervisor</li> <li>• Print numbering as per docket.</li> </ul>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Illustrations</b>	
1. Placement of numbering			
2. Type of numbering			
3. Adjust feeder and delivery 4. Make a sample copy as per docket			

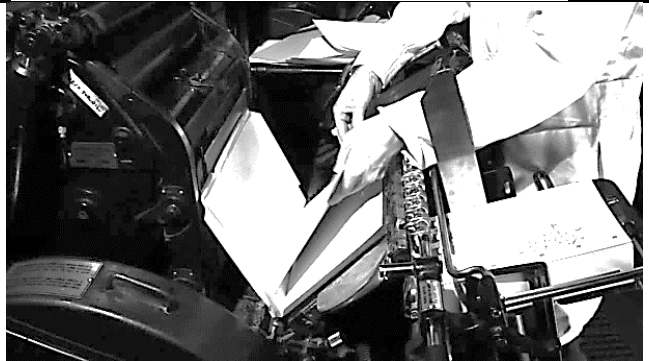
**Practical Activity # 1/1**

		<b>Perform Numbering Machine Operation</b>	
<b>Module: 3</b>	<b>Learning Unit: 4</b>	<b>Perform post production activity</b>	
	<b>Practical Description:</b>	Perform post production process	
<b>Time:</b>	<b>8 hours</b>		
<b>Equipment</b>	Numbering machine		
<b>Tools</b>	Stacker, Spanner set, Brush, Oil can, IPA		
<b>PPE</b>	Proper dress, safety shoes, safety gloves		
<b>Materials</b>	Substrate (Printed Skillet)		
<b>Key Point</b>	Carefully handle the substrate.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Stack the finished items as per SOP.</li> <li>• Clean ink on the numbering unit.</li> </ul>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Illustrations</b>	
1. Substrate stacking			
2. Clean the ink duct			

3. Clean the number punch

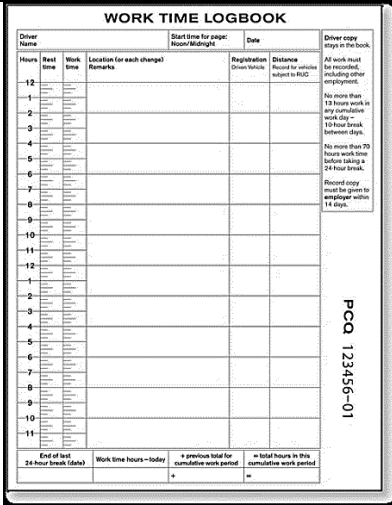



4. Manage waste material



**Practical Activity # 1/1**

<b>Module: 3</b>	<b>Perform Numbering Machine Operation</b>	
	<b>Learning Unit: 5</b>	<b>Maintain log book.</b>
	<b>Practical Description:</b>	Maintain the record sheet in terms of final counter along with wastages and down time of machine.
<b>Time:</b>	<b>6 hours</b>	
<b>Equipment</b>	N/A	
<b>Tools</b>	N/A	
<b>PPE</b>	N/A	
<b>Materials</b>	Log book	
<b>Key Point</b>	Properly maintain log book	
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>Record the final count along with the wastages</li> <li>Record the down time during numbering machine operation.</li> </ul>	
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process	

<b>Instructions</b>	<b>Illustrations</b>
<p>1. Record the total count of the quality sheets on log book</p>	
<p>2. Record the total count of the waste sheets on log book</p>	
<p>3. Record downtime of the numbering machine on log book</p>	

## TRAINER'S GUIDELINE


### Module-4: Perform Cutting and Trimming

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform Substrate handling	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Describe types of substrate</li> </ul> Arrange visit to workshop  Show parts of machine	Classroom   Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-2 Make ready workstation for cutting and trimming operation.	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• List the programing parameters</li> <li>• Understand the use of measuring instrument (scale, calculator, weight machine)</li> </ul> Arrange visit to workshop	Classroom   Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-3 Perform cutting and trimming operation	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Describe the standard paper sizes</li> </ul> Arrange visit to workshop	Classroom   Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-4 Perform post production activity	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> <li>• Describe the importance of maintaining/cleaning of work station</li> </ul> Arrange visit to workshop	Classroom   Press room lab/ industry	Learner's Guide/ Hand Outs Visuals

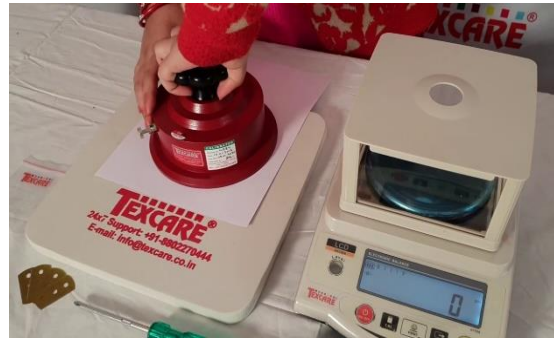
LU-5 Maintain log book.	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"><li data-bbox="515 275 1018 309">• Importance of record keeping.</li></ul>	Classroom	Learner's Guide/ Hand Outs Visuals
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**Practical Activity 1/1:**

		<b>Perform Cutting and Trimming</b>	
<b>Module: 4</b>	<b>Learning Unit: 1</b>	Perform substrate handling	
	<b>Practical Description:</b>	Handle the substrate to verify grain and gram per square meter of the printed substrate.	
<b>Time:</b>	8 Hours		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	Proper dress, safety shoes, safety gloves		
<b>Materials</b>	Substrate (Paper / Box Board)		
<b>Key Point</b>	Carefully handle the substrate.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Verify grain of the substrate</li> <li>• Verify Gram per square meter (GSM) of the substrate</li> <li>• Prepare paper stacking/jogging</li> </ul>		
<b>Precautions:</b>	Ensure to wear safety shoes and other safety equipment before starting this process		
<b>Instructions</b>		<b>Illustrations</b>	
<p>1. Tear or twist the substrate to verify the grain</p>			

2. Measure the substrate with the help of GSM cutter and scale to verify the gram per square meter (GSM)





3. Verify maximum stack height of cutting machine




4. Perform Paper Stacking as per identified stack height

**Practical Activity # 1/1**



<b>Perform Cutting and Trimming</b>			
<b>Module: 4</b>	<b>Learning Unit: 2</b> Make ready workstation for cutting and trimming operation.		
	<b>Practical Description:</b> Fix cutting knife and cutting stick as per SOP		
<b>Time:</b>	<b>44 hours</b>		
<b>Equipment</b>	Cutting Machine		
<b>Tools</b>	N/A		
<b>PPE</b>	Hand Gloves, Safety Shoes.		
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Spanner set</li> <li>• Oil can</li> <li>• Tommy bar</li> <li>• Grease gun</li> <li>• Guillotine machine-</li> <li>• Programmable</li> </ul>		
<b>Key Point</b>	A clean workplace ensures the safety and health of employees and visitors.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Fix cutting knife as per instruction.</li> <li>• Adjust knife impression as per instruction</li> <li>• Verify cutting knife fixing.</li> <li>• Fix cutting stick in machine as per OEM.</li> <li>• Feed cutting program as per docket.</li> </ul>		
<b>Precautions:</b>	Ensure safety of hands from and parts of body from cutting knife		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>Instructions</b></td> <td style="width: 50%; text-align: center;"><b>Illustrations</b></td> </tr> </table>		<b>Instructions</b>	<b>Illustrations</b>
<b>Instructions</b>	<b>Illustrations</b>		

<p>1. Fix the cutting knife as per SOP.</p>	
<p>2. Adjust the knife impression as per SOP</p>	
<p>3. Fix cutting stick in machine as per OEM</p>	
<p>4. Feed cutting program as per size given</p>	

## Practical Activity # 1/1

		Perform Cutting and Trimming	
<b>Module: 4</b>	<b>Learning Unit: 3</b>	Perform cutting and trimming operation	
	<b>Practical Description:</b>	Set the machine according to paper size and trim it.	
<b>Time:</b>	<b>82 hours</b>		
<b>Equipment</b>	Cutting Machine		
<b>Tools</b>	N/A		
<b>PPE</b>	Safety Shoes, Hand Gloves		
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Guillotine machine-</li> <li>• Programmable</li> </ul>		
<b>Key Point</b>	A clean workplace ensures the safety and health of employees and visitors.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Make a sample trim/cut for approval from supervisor.</li> <li>• carryout cutting/trimming operation as per instruction</li> </ul>		
<b>Precautions:</b>	Ensure safety of hands from and parts of body from cutting knife		
Instructions		Illustrations	
<ol style="list-style-type: none"> <li>1. Set the machine according required paper size and trim it, sample submit to supervisor for approval.</li> </ol>			

## Practical Activity 1/1:

		Perform Cutting and Trimming	
<b>Module: 4</b>	<b>Learning Unit: 4</b>	Perform post production activity	
	<b>Practical Description:</b>	Stack the finished product on pallet and segregate the trimmed waste.	
<b>Time:</b>	<b>8 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	Pallet, Bin		
<b>PPE</b>	Hand gloves, Safety Shoes		
<b>Materials</b>	Cleaning brush		
<b>Key Point</b>	A clean workplace ensures the safety and health of employees and visitors.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>Stack the finished items on pallets as per instruction.</li> <li>Store the segregated trimmed waste at the designated bin.</li> <li>Clear the workstation.</li> </ul>		
<b>Precautions:</b>	Ensure to wear safety during manual handling.		
Instructions		Illustrations	
1. Stack the finished substrate on pallets.			
2. Store the segregated trimmed waste at the designated bin and clean the workshop.			

## Practical Activity 1/1:

		Perform Cutting and Trimming	
<b>Module: 4</b>	<b>Learning Unit: 5</b>	Maintain log book.	
	<b>Practical Description:</b>	Maintain the record sheet in terms of final counter along with wastages and down time of machine.	
<b>Time:</b>	<b>6 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	N/A		
<b>Materials</b>	Logbook		
<b>Key Point</b>	Properly maintain the record sheet		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>Record the final count along with the wastages</li> <li>Record the down time.</li> </ul>		
<b>Precautions:</b>	N/A		
Instructions		Illustrations	
1. Record the total count of the quality sheets on log book		<p><b>WORK TIME LOGBOOK</b></p> <p>Driver Name: _____ Start time for paper: _____ Date: _____ Driver essay stays in the book.</p> <p>Hours: 1-12, Rest time, Work time, Location for each change, Remarks, Registration, Distance, Hours for vehicle subject to HUC.</p> <p>All work must be recorded, including other employment.</p> <p>No more than 13 hours work in any cumulative work day = 10 hour break between days.</p> <p>No more than 70 hours work time before taking a 24 hour break.</p> <p>Record copy must be given to employer within 14 days.</p> <p>PCQ 123456-01</p> <p>End of last 24-hour break (date): _____ Work time hours – today: _____ = previous total for cumulative work period: _____ = total hours in this cumulative work period: _____</p>	
2. Record the total count of the waste sheets on log book			
3. Record downtime of the die cutting operation on log book			

## TRAINER'S GUIDELINE


### Module-5: Solve Problem at Workplace

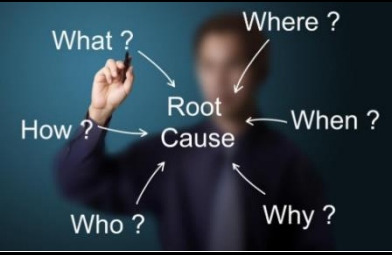





Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Analyse the problem	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"><li>• Explain Analytical skills and broad knowledge of diagnostic tools</li><li>• Explain broad knowledge of the client business domain</li><li>• Elaborate broad understanding of organizational systems and functions</li></ul> <ul style="list-style-type: none"><li>• Arrange visit to workshop</li></ul>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-2 Identify possible Solutions	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"><li>• Outline communication skills according to the type of audience</li><li>• Describe the ways to develop critical thinking</li></ul> <p>Arrange visit to workshop</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-3 Recommend solution to higher management	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"><li>• Explain methods and techniques for decision making within a limited range of options</li><li>• Describe general customer service skills</li><li>• Explain the methods of questioning and active listening employed to clarify general information</li></ul>	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>



<p>LU-4 Implement solution</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Elaborate problem solving tools: <ul style="list-style-type: none"> <li>• Cause/effect</li> <li>• Pare to</li> <li>• Multi criteria matrix etc.</li> </ul> </li> </ul> <p>Arrange visit to workshop</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-5 Evaluate/monitor results and outcome</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Explain the ways to improve teamwork in reference to personal responsibility</li> <li>• Explain the ways time management and planning</li> </ul>	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

## Practical Activity # 1/1

		Solve problems at work place	
<b>Module: 5</b>	<b>Learning Unit: 1 &amp; 2</b>	<ul style="list-style-type: none"> <li>• <b>Analyze the problem</b></li> <li>• <b>Identify possible Solutions</b></li> </ul>	
	<b>Practical Description:</b>	Case Study - ABC customer report a problem regarding envelop pasting, there were order of 2000 envelop and out of which 500 envelop are not pasted properly and the documents are falling out	
<b>Time:</b>	<b>5 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	N/A		
<b>Materials</b>	Flip Chart, Pen, Pencil , Paper , Note book		
<b>Key Point</b>	Identify possible causes of problem within the area of responsibility as based on experience		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Evaluate issues/concerns based on data gathered.</li> <li>• Identify possible causes of problem within the area of responsibility as based on experience</li> <li>• Use problem solving tools/analytical techniques.</li> <li>• Develop possible cause statements based on findings.</li> <li>• Use analogies to support reasoning.</li> <li>• Identify cause and effects based on the criteria or information provided to support reasoning</li> </ul>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
1. Evaluate issues/concerns based on data gathered.		 <b>EVALUATE</b>	


<p>2. Identify possible causes of problem within the area of responsibility as based on experience</p>	
<p>3. Use problem solving tools/analytical techniques.</p>	
<p>4. Develop possible cause statements based on findings.</p>	
<p>5. Use analogies to support reasoning.</p>	
<p>6. Identify cause and effects based on the criteria or information provided to support reasoning</p>	 <p>N/A</p>
<p>7. Perform SWOT (Strength &amp; weaknesses) analysis</p>	
<p>8. Evaluate Past experience</p>	

9. Take Corrective measures to solve the problem



## Practical Activity # 1/1

Prepare report and implement solution

		Solve problems at work place	
<b>Module: 5</b>	<b>Learning Unit: 3, 4 &amp; 5</b>	<ul style="list-style-type: none"> <li>• Recommend solution to higher management</li> <li>• Implement solution</li> <li>• Evaluate/monitor results and outcome</li> </ul>	
	<b>Practical Description:</b>	Prepare report and implement solution	
<b>Time:</b>	<b>5 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	N/A		
<b>Materials</b>	Flip Chart, Pen, Pencil, Paper, Note book		
<b>Key Point</b>	Prepare report and implement solution		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>• Prepare report or documentation</li> <li>• Present recommendations to appropriate personnel.</li> <li>• Follow up recommendations</li> </ul>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
1. Prepare report			

2. Present report to appropriate personnel



3. Prepare plan to solve the issue



4. Implement solution



5. Monitor the activity as per plan



## TRAINER'S GUIDELINE


### Module-6: Develop communication skills

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Make telephone calls	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Concentrate on commands/speeches</li> <li>• Record information about enquiry or complaint as per company's practice</li> <li>• Identify factors required to communicate effectively and precisely within same organization</li> <li>• Enlist elements required to deal with vendors and the other organizations.</li> </ul>	Classroom	Learner's Guide/ Hand Outs Visuals
LU-2 Instruct labours	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Describe methods to overcome the sentiment.</li> <li>• Opt language which labor could understand elegantly</li> </ul>	Classroom	Learner's Guide/ Hand Outs Visuals
LU-3 Communicate with supervisor	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> <li>• Adapt strategy to produce the quality of outcomes required</li> <li>• Describe importance of accurate communication</li> </ul> <p>Arrange visit to workshop</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	Learner's Guide/ Hand Outs Visuals





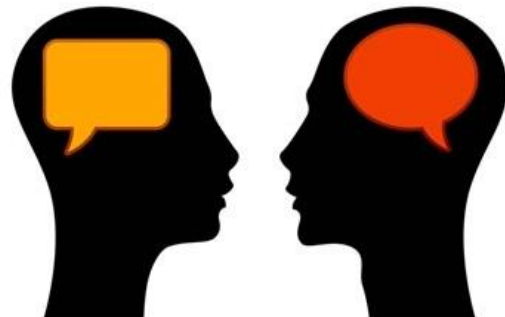
## Practical activity 1/1:

		Develop communication skills	
<b>Module: 6</b>	<b>Learning Unit: 1</b>	<b>Make telephone calls</b>	
	<b>Practical Description:</b>	Make telephone calls as per standard practice	
<b>Time:</b>	<b>4 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	N/A		
<b>Materials</b>	Flip Chart, Pen, Pencil, Paper, Telephone set		
<b>Key Point</b>	Keep maintain norms of telephone calls.		
<b>Learning Outcome:</b>	<ul style="list-style-type: none"> <li>Determine communication styles</li> <li>Investigate issue /problem through relevant questions</li> <li>Demonstrate courteous behavior while listen to the people</li> <li>Perform phone conversation applying time management concisely</li> </ul>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
<p>1. Determine communication styles: Every person has a unique communication style, learner should know how to interact and exchange information with others.</p>			

2. Learner should know how to ask the right question; Learner should be able to determine question to ask & not to ask.





3. Learner should be polite when listening someone.



4. Learner able to manage his time when talking on phone.





## Practical activity 1/1:

		Develop communication skills	
<b>Module: 6</b>	<b>Learning Unit: 2</b>	<b>Instruct labors</b>	
	<b>Practical Description:</b>	Instruct labor as per standard.	
<b>Time:</b>	<b>4 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	N/A		
<b>Materials</b>	Flip Chart, Pen, Pencil, Paper		
<b>Key Point</b>	N/A		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Display body language while communicating to a customer to show attention</li> <li>2. Communicate within department as per SOPs.</li> <li>3. Opt language for commanding</li> </ol>		
<b>Precautions:</b>	N/A		
<b>Instructions</b>		<b>Illustrations</b>	
<ol style="list-style-type: none"> <li>1. Learner able to use body language while communicating to a customer to show attention.</li> </ol>			
<ol style="list-style-type: none"> <li>2. Learner should be able to understand communication according to SOPs of the organization.</li> </ol>			

3. Learner able to Opt out language for commanding.



## Practical activity 1/1:

<b>Module: 6</b>	<b>Develop communication skills</b>	
	<b>Learning Unit: 3</b>	<b>Communicate with supervisor</b>
	<b>Practical Description:</b>	Communicate with supervisor as per standard.
<b>Time:</b>	<b>5 hours</b>	
<b>Equipment</b>	N/A	
<b>Tools</b>	N/A	
<b>PPE</b>	N/A	
<b>Materials</b>	Flip Chart, Pen, Pencil, Paper	
<b>Key Point</b>	N/A	
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Develop a strategy for using communication skills</li> <li>2. Convey ideas to the supervisor precisely</li> <li>3. Report safety hazards to supervisor urgently</li> <li>4. Maintain good working relation with supervisor</li> </ol>	
<b>Precautions:</b>	N/A	
<b>Instructions</b>		<b>Illustrations</b>
<ol style="list-style-type: none"> <li>1. Learner able to develop strategy for using communication skills</li> </ol>		
<ol style="list-style-type: none"> <li>2. Learner should able to communicate with supervisor precisely.</li> </ol>		


3. Learner able to report safety hazards to supervisor urgently



4. Learner able to maintain good working relationship with supervisor



## Practical activity 1/1:

		Develop communication skills	
<b>Module: 6</b>	<b>Learning Unit: 4</b>	<b>Maintain relations with people</b>	
	<b>Practical Description:</b>	Maintain relations with people	
<b>Time:</b>	<b>2 hours</b>		
<b>Equipment</b>	N/A		
<b>Tools</b>	N/A		
<b>PPE</b>	N/A		
<b>Materials</b>	Flip Chart, Pen, Pencil, Paper, Note book		
<b>Key Point</b>	N/A		
<b>Learning Outcome:</b>	<ol style="list-style-type: none"> <li>1. Communication with other departments.</li> <li>2. Communicate effectively with colleagues, peers, the Community, other related personnel to exchange information.</li> <li>3. Interact with other professionals through effective teamwork.</li> <li>4. Enlist names and address of printing press related people and organization.</li> </ol>		
<b>Precautions:</b>	N/A		
Instructions		Illustrations	
<ol style="list-style-type: none"> <li>1. Learner able to communicate with other departments.</li> </ol>			

2. Learner able to communicate with colleagues, peers, the Community, other related personnel to exchange information.



3. Learner able to interact with other professionals through effective teamwork.



4. Learner should able to enlist names and address of printing press related people and organization.





# IMPLEMENTATION OF CBT PROGRAM

## **Entry Requirement:**

Entry for assessment for this qualification is open for CNIC holders. However, entry in institute for formal Competency Based Training (CBT) in this qualification, the candidate must have Middle School Certificate (Preferable Matric) with 5 year experience of Post press Operations.

## **Minimum qualification of trainer:**

- a. Trainer must possess a diploma (DAE) or intermediate along with 5 years' experience in the field of Post Press Operations.
- b. Good communication and computer skills
- c. Trained for CBT implementation

## **Recommended trainer, trainee ratio**

Institutional Training: 16~20                      on Job Training (OJT): 1:4~8

Medium of instructions:

Local / Urdu / English (depending on the learner's understanding)

## **Proposed duration of Training;**

Institutional Training: 04 Month

OJT: 02 Month

## **Scheme of work:**

This curriculum comprises of 6 modules.

The recommended delivery time is: 550 hours/55 credit hours.

Delivery of the course can therefore be: 06 hours/working day, 5 days a week (for 04 months institution training)

07 hours a day (for 02 months OJT on average 22/26 working days a month).

Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

## GENERAL INSTRUCTIONS FOR TRAINER/INSTRUCTOR


Following are some general instructions for Trainers/Instructors:

1. Instructor should perform the role of a facilitator and it is his/her responsibility to focus on the training of learners. He/she must be responsible to make the environment of class friendly, so that the learner can easily understand and ask the questions from the Trainer.
2. Motivate the learners to discuss the new ideas as under;
  - By asking questions
  - By using flash card/charts
  - By making the topic interesting through real stories/example
3. The theory/practical ratio must be considered as 20%/80%.
4. First provide knowledge and then perform practical demonstration.
5. Time management should be the first priority of Trainers as well as for learners
6. A detailed explanation should be conveyed to the learners by the Trainer about each learning unit.
7. After performing practical demonstration, allow the learners to do the same demonstration according to the given sequence and arrange essential requirements, so that each learner can easily perform the task individually or in group.
8. To enhancing the knowledge of learners, allow them for group discussion.
9. Learner will be divided into small groups by the Trainer.
10. Each group should present their practical job to the Instructor at the end of the session.
11. Specific time should be given for each competence.
12. Plan field trip/visit to relevant industries to enhance learner's interest and motivation.

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