













Published by

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December, 2019
Islamabad, Pakistan

POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational Certificate Level 4

Version 1 - December 2019

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

Title of Qualification : Senior Post Press Operator		CS Code:		Leve	el:4	Ver	sion	:1
Competency Standard: Solve Problem at Workplace	Asse	ssment Date:	D	D	M	M	Υ	Υ

Candidate Details		
Guidance for Candidate	Task .1 Analyze the proble A-1 and write a re	are required to complete the following tasks within 02 Hours: em & Identify possible Solutions of given scenario on annexure port in format A-2. tion to higher management. dge assessment test.
	complete following Tasks:	em & Identify possible Solutions of given scenario on annexure
	Performance Criteria .1	dentify possible causes of problem within the area of responsibility as based on experience
		Use problem solving tools/analytical techniques.
Minimum	Performance Criteria .3	dentify cause and effects based on the criteria or information provided to support reasoning.
Evidence	Performance Criteria .4	Determine of possible options
Required	Performance Criteria .5	Take corrective action to solve the problem
·	Performance Criteria .6	Determine its possible future causes.
		tion to higher management in the given format annexure A-3. Prepare report or documentation
	Performance Criteria .2	Present recommendations to the assessor.
	Task 3. During assessment, knowledge test.	, under observation by trainer, you will complete written

Continued page 2

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

	trainer	and the	candio	date a	rter th	ie asses:	sment)			
Candidate	Name:				Regist	ration/Ro	ll Numb	er:		
Details	Candidate Sign	nature:								
	COMPETENT					NOT YET	COMPET	TENT		
Assessment	Name of the Assessor (Trainer)Assessor's code:Assessor's									
Outcome										
	Signature of t	he Assess	or:			•••••	•••••			
	Asses	sment Su	ımma	ry (to k	e fille	d by the	assesso	or)		
Acti	ivity		ı	Metho	d			Re	esult	
				ou			-		et	
Nature of Activit	v	5		Observation	<u>.e</u>	Play	-	competent	Not Yet Competent	
Nature of Activit	у	Written	<u>6</u>	ser	Portfolio	Role P		E O	N lwo	
		>	Oral		Pc		(J	0	
Practical Skill De				✓		√				
Knowledge Asses		√	√		/					
Other Requirem	ent				,					
	Eac	h Assessr	nent Ta	ask (wi	th perf	ormance	criteria)			
Assessment Task		Descripti								
		Analyze t	-					_	n scenario on	
During the practic	ral assessment d					Jit iii aiiii	exure A-	۷.		
following:	ar ussessificite, e	analaate	acmon	istratet	a tile		Yes	No	Remarks	
Identify	possible cause	s of pro	blem	within	the	area of				
1 responsil	oility as based or	experien	ce							
	lem solving tools									
3	cause and effect		n the o	criteria	or info	rmation				
	to support reasone of possible op									
	rective action to		nrohler	<u> </u>						
	ne its possible fut									
Competent [\neg	Not Yet (tent	П			L		
										
_	Eac	h Assessr					criteria)			
Assessment Task		Descripti					ment in	the given	format annexure A3.	
During the practic	al assessment. c					i illallage	inent in	the given		
following:							Yes	No	Remarks	
1 Prepare	report or docume	entation								
2 Present r	ecommendation	s to the as	ssessor							
Competent	Competent Not Yet Competent									

	KNOWLEDGE ASSESSMENT QUESTIONNAIRE M	ODEL	
CANDIDATE DETAILS	Candidate Name: Father's Name: Registration No: Training Institution: Qualification: Senior Post Press Operator Module: Solve Problem at work place	Candidate signature	
NOTE	 Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. 		
INSTRUCTION	Encircle the best answer.		
a) b) c) d) Q 2. When an a) b) Q 3. List 1. 2. 3. 4. 5.	Identify the problem Prepare alternative Take decision None of the above employee leave work due to low wage, is it a cause or effect? Effect Cause three important communication skills? Listening Delegating Complementing Non-verbal communication Meeting management rtant to complete paper work after every operations? True False		

	sho a)	ould you contact if you have a recommendation to improve work process? Supervisor
	b)	CEO
	c)	Sales Dept.
	d)	Marketing dept.
Q 6.Wha	t is a)	
Q 7.The	first a)	step when making a plan is? To-do-list
	b)	Prioritized options
	c)	Take decision
	d)	None of the above
Q 8. For a	a tea a)	am, goals are? Individual
	b)	Not assigned
	c)	Collective
	d)	As per policy
Q 9.Wha	t is a)	active listening? To pay full attention to someone's voice to get a clear message
	b)	Listening to Radio
	c)	Listening current affairs.
	d)	None of above
Q 10.	De a)	cision making matrix has two dimensions? Options and factors
	b)	Cause and effect
	d)	Cost & revenue
	c)	None of the above

Annexure-

A-1

Solve Problem At Work Place

Scenario – 1.

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

Note: Reference Job order no is 3652.

Annexure –	
Δ-2	

To Be Filled by Assesse

Customer	Job	Order	Reported	List of	Corrective	Remarks
name	Card	quantity	Problem	Possible	action	
	no.			solution		
ABC	3652	2000	Improper	Vendor		This type of
			pasting in	visit		complains can
			500			damage the
			envelopes			reputation of a
				Repasting	Repasting	company.
				New		
				production		

Annexure - A - 3

To Be Filled by Assesse

Recommended solution Report

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

Recommendation:

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

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

Title of Qualification : Senior Post Press Operator.		CS Code:		Leve	l:4	Vers	ion	:1
Competency Standard: Perform Cutting & Trimming	Asse	ssment Date:	D	D	M	M	Υ	Υ

Candidate Details	Name Registration/Roll Number
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Perform substrate handling as per job requirement. Task .2 Make ready workstation for cutting and trimming operation. Task .3 Perform cutting and trimming operation. Task .4 Perform post production activity and record folding entries in given format A. Task .5 Complete Knowledge assessment test.
Minimum Evidence Required	During a practical assessment, under observation by trainer, you will complete following Tasks: Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Verify grain of the substrate. Performance Criteria .2 Verify Gram per square meter (GSM) of the substrate. Performance Criteria .3 Prepare paper stacking/jogging. Task 2. Make ready workstation for cutting and trimming operation. Performance Criteria .1 Fix cutting knife as per instruction. Performance Criteria .2 Adjust knife impression as per instruction Performance Criteria .3 Verify cutting knife fixing. Performance Criteria .4 Fix cutting stick in machine as per OEM manual. Performance Criteria .5 Feed cutting program as per docket. Task 3. Perform cutting and trimming operation. Performance Criteria .1 Carryout cutting/trimming operation as per instruction.
	Task 4. Perform post production activity and record entries. Performance Criteria .1 Stack the finished items on pallets as per instruction Performance Criteria .2 Store the segregated trimmed waste at the designated bin Performance Criteria .3 Record the final counter along-with the wastages in format B. Task 5. During assessment, under observation by trainer, you will complete written knowledge test.

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

		tranier	and the	Cariu	iuate	arter t	.116 0336	233111011	ι,			
Candio	date	Name:				Regist	ration/R	oll Numb	er:			
Details	S	Candidate Signature:										
		COMPETENT					NOT YE	ТСОМРЕ	COMPETENT			
Assess Outco		Name of the A	ssessor (Trainer)		•••••		Assesso	r's code:		
		Signature of t	ne Assess	or:								
		Asses	sment Su	ummai	ry (to b	e fille	d by the	e assess	or)			
	Activ	vity		ı	Metho	d			R	esult		
Nature of Activity			Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent		
Practic	al Skill Den	nonstration			✓							
	edge Asses		✓	✓								
Other	Requireme	nt				✓						
		Eac	h Assessn	nent Ta	sk (wit	h perfo	ormance	criteria)				
Assessn	nent Task		Descripti									
			Perform s					requiren	nent			
During following	-	ll assessment, c	andidate	demon	strated	l the		Yes	No	Remarks		
1	Verify grai	n of the substra	te.									
2	Verify Gra	m per square m	eter (GSN	1) of the	e substi	rate.						
3		aper stacking/jo										
Compe			Not Yet C	Compet	ent				l l			
		<u>'</u>										
		Eac	h Assessn	nent Ta	sk (wit	h perf	ormance	criteria)				
Assessr	ment Task		Descripti Make rea					d trimmi	ng operat	ion.		
During followi	-	al assessment, c	andidate	demon	strated	l the		Yes	No	Remarks		
1	Fix cutting	knife as per ins	truction.									
2	Adjust kni	fe impression as	per instr	uction								
3	· -	ting knife fixing.										
4												
5		ng program as p										
Compe	tent 🗀	1	Not Yet (^omnet	ent							

			Each Assessment Task (with performan	ce criteria)	1	
Assessr	nent Task		Description of assessment task 3			
<u> </u>		•	Perform cutting and trimming opera	tion		
following		cai assessme	nt, candidate demonstrated the	Yes	No	Remarks
1		t cutting/trim	ming operation as per instruction			
Compe	tent		Not Yet Competent			
			Each Assessment Task (with performan	ce criteria)		
Assessr	nent Task		Description of assessment task 4 Perform post production activity and	l record fo	lding entrie	s
_	-	cal assessme	nt, candidate demonstrated the	Yes	No No	Remarks
followi		6 1 1 19				
1 	1		ns on pallets as per instruction trimmed waste at the designated bin			
3			ter along-with the wastages in format B			
Compe			Not Yet Competent	l	<u> </u>	
CANDI DETAI		Registration Training Ins	me:	<u> </u>	Cand	lidate signature
NOTE		• Att	ne Allowed: 20 minutes ain all questions. questions carry equal marks.			
INSTR	UCTION	Encircle the	e best answer.			
Q 1.	a) S b) P c) L	machine is us substrate trime rinting amination all of above				

Q 2.For t	trimming printed substrate, the cutting marks are essential.
	a) True
	b) False
Q 3. The	blade used for paper cutting is called:
	a) Paper cutting knife
	b) Cutting Stick
	c) Punching blade
	d) Paper blade
Q 4. Do v	ve need to sharpen the knife after it is used for some time?
	a) True
	b) False
Q 5. Cut	ting machine knife always fall:
	a) Straight
	b) Diagonally
Q 6.On a	a cutting machine pile of paper should be evenly stacked?
	a) True
	b) False
Q 7.Pape	er cutting machine can be dangerous if not operated properly?
	a) True
	b) False
Q 8.Wha	at is the purpose of pressure clamp in a cutting machine?
	Ans: Pressure clamp is used to hold the paper firmly.
Q 9. Type	e of cutting stick material used in paper cutting machine?
	a) Plastic & wood
	b) Metal
	c) Rubber
Q 10.	What is the purpose of air vacuum table in paper cutting machine?
	Ans: To move the paper stack easily while cutting operation performed.

Annexure **A-1**

DOCKET (Cutting and Trimming)

Name	and	ID	of					
assesse								

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 202

Client PAPGAI

Job Type: Admission forms

Quantity: 200

Sheet Size 11.5" x 18"

Finish

Size

8.5" x 11

Paper Type

pe Offset paper

GSM 70

Delivery date: 22 March 2020

Special instructions:	
Job Sample	As per provided sample

Format - B Daily Production report								
Cutting and	d Trimming	3		Date :				
Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks		
Operato	or Signature:				Su	upervisor signature:		

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

Title of Qualification : Senior Post Press Operator		CS Code:		Leve	el:4	Ver	sion	:1
Competency Standard: Perform Hot Foil Stamping	Asse	ssment Date:	D	D	M	M	Υ	Υ

Candidate	Name					
Details						
Details	Registration/Roll Number					
	To meet this standard, you are required to complete the following tasks within 02 Hours:					
Guidance for	Task .1 Perform substrate handling as per job requirement.					
Candidate	Task .2 Make ready workstation for hot foil stamping operation.					
Candidate	Task .3 Perform hot foil stamping operation and record entries in given format A. Task .4 Complete Knowledge assessment test.					
	During a practical assessment, under observation by trainer, you will complete					
	following Tasks:					
	Task 1. Perform substrate handling as per job requirement.					
	Performance Criteria .1 Verify side-lay & front-lay of the printed substrate					
	Performance Criteria .2 Perform Substrate Stacking as per instruction.					
	Performance Criteria .3 Verify the thickness and GSM value of the substrate.					
	Performance Criteria .4 Verify the foil color, type and size as per docket.					
	Task 2. Make ready workstation for hot foil stamping operation.					
	Performance Criteria .1 Set the Hot foil block on to the die					
Minimum	Performance Criteria .2 Adjust the feeder according to the job					
Minimum	Performance Criteria .3 Perform Substrate Stacking in to the feeder					
Evidence	Performance Criteria .4 Adjust the head-lay & the side-lay					
Required	Performance Criteria .5 Mount the die on to the machine					
	Performance Criteria .6 Fix the Counter hot foil block / hot foil impression plate on the impression plate.					
	Performance Criteria .7 Adjust the registration and impression as per job requirement					
	Performance Criteria .8 Calculate hot foil pull and adjust the foiling unit.					
	Task 3. Perform Hot foil stamping operation and record entries in given format A.					
	Performance Criteria .1 Carry out Hot Foil operation as per instruction.					
	Performance Criteria .2 Record the final counter along-with the wastages.					
	Task 4. During assessment, under observation by trainer, you will complete written knowledge test.					

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

ate	Name:								
	COMPETENT					NOT YET	ТСОМРЕТ	rent -	
ment									
ne	Name of the	Assessor (Trainer	·)				Assessoı	r's code:
	Signature of t	Signature of the Assessor:							
	A =			/* - !	 !!! -	ا المالم			
		sment Si		•		a by the	e assesso	-	
Activ	/ity		<u> </u>	vietho	đ	+		R	esult
of Activity	,	Written	Oral	Observation	Portfolio	Role Play	Competent Not Yet		Not Yet Competent
				✓					
		✓	√						
Other Requirement ✓									
	Far	rh Assassr	nent Ta	ask /wi+	h nerf	ormance	criterial		
ant Tack	La						. criteria)		
ieni lask		-					requirem	ent.	
the practica	ll assessment, o						Yes	No	Remarks
Verify side	e-lay & front-lay	of the pr	inted su	ubstrate	<u> </u>				
Perform S	ubstrate Stackii	ng as per i	nstruct	ion.					
Verify the	thickness and (GSM value	of the	substra	ite.				
Verify the	foil color, type	and size a	s per d	ocket.					
ent [Not Yet (Compe	tent					
	Ea	ch Assessi	ment Ta	ask (wit	th perf	ormance	criteria)		
nent Task		•					amping o	peration	
the practicang:	al assessment,	candidate	demor	nstrated	d the		Yes	No	Remarks
Set the Ho	ot foil block on t	to the die							
Adjust the feeder according to the job									
Perform Substrate Stacking in to the feeder									
							\vdash		
						+			
-					require	EIIIEIIL	+		
8 Calculate hot foil pull and adjust the foiling unit. Competent Not Yet Competent									
	Active of Activity	Competent Name of the A Signature of the A Signatu	Competent Name of the Assessor (Signature of the Assess Activity Assessment Some Activity Assessment Some Activity Assessment Some Activity Activity Activity Activity Each Assessment Some Assessment Some Activity Each Assessment Some Activity Activity	Competent Name of the Assessor (Trainer Signature of the Assessor: Assessment Summar Activity of Activity al Skill Demonstration dge Assessment Requirement Each Assessment Requirement Each Assessment Reprorm substrate Stacking as per instruct Verify the thickness and GSM value of the Verify the foil color, type and size as per dent Perform Substrate Stacking as per instruct Verify the foil color, type and size as per dent Each Assessment Takent Stacking as per instruct Verify the foil color, type and size as per dent Each Assessment Takent Stacking as per instruct Verify the foil color, type and size as per dent Each Assessment Takent Stacking as per instruct Verify the foil color, type and size as per dent Each Assessment Takent Stacking as per instruct Verify the foil color, type and size as per dent Each Assessment Takent Stacking in to the die Adjust the feeder according to the job Perform Substrate Stacking in to the feeder Adjust the head-lay & the side-lay Mount the die on to the machine Fix the Counter hot foil block on the impression as per adjust the registration and impression	Competent Name of the Assessor (Trainer)	Competent Name of the Assessor (Trainer)	Competent Not yet Not yet	Candidate Signature:	Candidate Signature:

Each Assessment Task (with performance criteria)							
Assessn	Description of assessment task 3 Perform folding machine operation and record entries in given format A.						
During t	the practical assessment, ng:	Yes	No	Remarks			
1	Carry out Hot Foil operat						
2	Record the final counter		·				
Compet	ent						

	KNOWLEDGE ASS	ESSMENT QUESTIONNAIRE I	MODEL				
CANDIDATE DETAILS Candidate Name: Father's Name: Registration No: Date: Candidate's Signature Candidate signature Candidate signature Candidate signature Candidate Perform Hot Foil Stamping							
NOTE	Time Allowed: 20 rAttain all questionsAll questions carry).					
INSTRUCTIO	N Encircle the best answer.						
Q 1.Adjust tl	ne block when block is hot?						
a) Tru b) Fal							
Q 2.Hamme	r is used to adjust the block.						
a) Tru	•						
b) Fal	se						
Q 3. What is	the purpose of front lay and sid	e lay?					
a) Binding							
b) Pasting c) clamping							
1	nping gistration						
u) Kegisti ation							

Q 4.Wh	at is importance of fanning?
a)	To remove air
b)	To remove static in paper
c)	To remove glue
d)	To include static
Q 5.We	mount hot foil block with double side tape?
a)	True
b)	False
Q 6.We	need to adjust impression of machine for hot stamping?
a)	True
b)	False
Q 7.We	can do hot foiling on laminated sheets.
a)	True
b)	False
Q 8. WI	nat is the use of block in hot foil stamping?
a)	To transfer the foil on substrate
b)	To get bad impression
c)	To get minimum height
d)	To get good cost
Q 9.We	need to dry hot foil prints.
a)	True
b)	False
Q 10.	Is it necessary to maintain the temperature of hot foil stamping?
a)	Yes
b)	No

Annexure **A-1**

DOCKET (Hot Foil Stamping)

Name	and	ID	of					
assesse								

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Text book Title

Quantity: 100

Color Gold

Size 8.5" x 11"

Paper Type Duplex board

GSM 250

Foil type Shine

Delivery date: 22 March 2020

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

Format - A	A	Daily Production report								
Hot Foil Star	nping			Date :						
Operator Name	Job card no.	Client name	Job quantity	Production quantity	Wastage	Remarks				
				-						
Operator Signature:					Sup	pervisor signature:				

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

Title of Qualification: Senior Post Press Operator		CS Code:		Leve	el:4	Vers	sion	:1
Competency Standard: Carry out envelop making	Asse	ssment Date:	D	D	M	M	Υ	Υ

Candidate Details	Name Registration/Roll Number							
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Perform substrate handling as per job requirement. Task .2 Make ready workstation for envelop making operation. Task .3 Perform envelop making operation and record entries in given format B. Task .4 Complete Knowledge assessment test.							
	During a practical assessment, under observation by trainer, you will complete following Tasks:							
	Task 1. Perform substrate handling as per job requirement.							
	Performance Criteria .1 Verify substrate as per docket A-1.							
	Performance Criteria .2 Perform stacking of envelop as per instruction.							
	Task 2. Make ready workstation for envelop making operation.							
	Performance Criteria .1 Prepare glue viscosity as per envelope substrate.							
Minimum	Performance Criteria .2 Prepare glue viscosity as per window film.							
Evidence	Performance Criteria .3 Perform crease folding as per instruction.							
Required	Performance Criteria .4 Paste window film before envelop pasting.							
Required	Performance Criteria .5 Apply glue on pasting flap of substrate as per instruction.							
	Task 3. Perform envelop making operation and record entries in given format B.							
	Performance Criteria .1 Carry out envelop making operation as per instruction.							
	Performance Criteria .2 Record the final counter along-with the wastages.							
	Task 4. During assessment, under observation by trainer, you will complete written knowledge test.							

Continued page 2

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

Candio	date	Name:				Regist	ration/F	Roll Numb	er:	
Details		Candidate Sig	gnature:							
		COMPETENT					NOT YE	TCOMPE	ΓENT	
Assess	ment	Name of the	Accord	(Trainar	٠,				Accorron	's sada.
Outco	me	Name of the	Assessor	(Traille)	••••••	•••••	• • • • • • • • • • • • • • • • • • • •	A55e5501	's code:
		Signature of	the Asses	sor:						
		Asse	ssment S	umma	ry (to k	e fille	d by th	e assess	or)	
	Activ	vity			Metho	d			Re	esult
					nc				nt	et nt
	- C A - 1 * *1		_		Observation	<u>.e</u>	ау		Competent	Not Yet Competent
Nature	of Activity	1	Written	_	sen	ortfolio	Role Play		Juc	Ž duc
			×	Oral	qo	Pol	Rol		ŏ	Ğ
Practic	al Skill Den	nonstration			✓					
Knowle	edge Asses	sment	✓	✓						
Other I	Requireme	nt				✓				
		Fa	ch Assess	ment Ta	sk (wit	h perf	ormance	e criteria)		
Assessn	nent Task		Descript							
								requirem	ent.	
		l assessment,	candidate	demon	strated	l the		Yes	No	Remarks
followir	ng:									
1	Verify sub	strate as per do	ocket A-1							
2	Perform st	tacking of enve	lop as per	instruc	tion					
Compet	tent _		Not Yet	Compet	tent					
		Ea	ch Assess	ment Ta	ask (wit	h perf	ormanc	e criteria)		
Assessr	ment Task		Descript							
			Make re	ady woı	rkstatio	n for e	nvelop r	making op	eration	
_	=	al assessment,	candidate	demon	strated	the		Yes	No	Remarks
followi					-44-					
2		lue viscosity as lue viscosity as	-		strate					
3		rease folding a	•							
4	+	dow film befor	-							
5	Apply glue	on pasting fla	p of subst	rate as p	per inst	ructior				
Compe	tent		Not Yet	Compe	tent					

	Ea	ch Assessment Task (with performance o	criteria)		
Assessn	nent Task	Description of assessment task 3 Perform envelop making operation and	record e	entries in	given format B.
During to	•	candidate demonstrated the	Yes	No	Remarks
1	Carry out envelop making	g operation as per instruction			
2	Record the final counter	along-with the wastages			
Compet	tent	Not Yet Competent			

	KNOWLEDGE ASSESSMENT QUESTIONNAIRE M	ODEL	
CANDIDATE DETAILS	Candidate Name: Father's Name: Registration No: Training Institution: Qualification: Senior Post Press operator. Module: Carryout Envelope Making.	Candidate signature	
NOTE	 Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. 		
INSTRUCTION	Encircle the best answer.		
a) O b) Pr c) Ca d) A l Q 2. When will w a) Af b) B o c) Di	not form properly, select the possible effects on envelope manut of shape. Toblem in glue pasting. Tannot fold properly. Il of the above. Window film paste on the envelop? Ifter pasting the envelop. The pasting the envelop. The pasting glue pasting. I of the above.	aking?	

	a)	To ensure the output quantity.
Q 10.	Wł	nat is the purpose of counting?
	a) b) c) d)	One Two Three Four
Q 9. HO		iny sides of an envelope are glued?
0.011	a) b) c) d)	To separate each sheet To get a better dent To help the environment To keep machine clean
Q 8.Wh	nat is	the purpose of fanning?
		As per Substrate. One hour One minute Half an hour
Q 7.Ho	w lor	g does it take for the envelope glue to dry?
	a) b) c) d)	Docket Visual confirmation Through spectrophotometer Through micrometer
Q 6.Wh	nat is	the reference to ensure correct positioning of artwork on the finished envelope?
	a) b)	True False
Q 5. It is	s imp	ortant to prepare glue viscosity as per envelope substrate?
	a) b) c) d)	Pasting problem. Take more time to dry Glue will spread None of the above
Q 4.lf p		g on pasting flap so what will be the impact on envelop making?
	b) c) d)	Envelop stick with other. Take more time to dry All of the above
	a)	Glue will spread.

Annexure **A-1**

DOCKET (Envelope Making)

Name and ID of assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2022

Client

PAPGAI association

Job Type: Envelope

Quantity: 100

Flap pasting: Straight
Side flap Pasting: In-side

Envelope Size: 9" x 4" **Window Size:** 1.5" X 3"

GSM 80

Gum types: Flap Gum

Side Flap Gum Window Gum

Special instructions:

Job Sample

As per provided sample

Delivery date: 22 March 2022

Operator Name	Format - I	В	Daily	y Produc	ction re	eport
Operator	Envelop M	aking			D	ate:
	=	card			Wastage	Remarks

Operator Signature:

Supervisor Signature:

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

Title of Qualification : Senior Post Press Operator	CS Code:		Leve	el:4	Ver	sion	:1
Competency Standard: Senior Post Press Operator	Assessment Date:	D	D	M	M	Υ	Υ

	1								
Candidate	Name								
Details	De sisteration /Dell Norseles								
Details	Registration/Roll Numbe	r							
	To meet this standard, y	ou are required to complete the following tasks within 03 Hours:							
	Task .1 Perform Cutting	g & trimming as per docket A-1.							
Guidance for	Task .2 Perform Hot Fo	il Stamping as per docket B-1.							
Candidate	-	op making as per docket C-1.							
	Task .4 Solve problem at workplace.								
	Task .5 Complete Know	ledge assessment test.							
	During a practical assess following Tasks:	ment, under observation by trainer, you will complete							
	Task 1 Perform Cutting	& trimming as per docket A-1.							
	Performance Criteria .1	Perform substrate handling as per job requirement							
	Performance Criteria .2	Make ready workstation for cutting and trimming operation.							
	Performance Criteria .3	Perform cutting and trimming operation and record entries in given format A-2.							
	Task 2. Perform Hot Foil Stamping as per docket B-1.								
	Performance Criteria .1	Perform substrate handling as per job requirement.							
	Performance Criteria .2	Make ready workstation for hot foil stamping operation.							
Minimum	Performance Criteria .3	Perform hot foil stamping operation and record entries in given format B-2.							
Evidence	Task 3. Carryout envelop making as per docket C-1.								
Required	Performance Criteria .1	Perform substrate handling as per job requirement.							
	Performance Criteria .2	Make ready workstation for envelop making operation.							
	Performance Criteria .3	Perform envelop making operation and record entries in given format C-2.							
	Task 4. Solve problem at workplace.								
	Performance Criteria .1	Analyze the problem & Identify possible Solutions of given							
		scenario on annexure D-1 and write a report in format D-2.							
	Performance Criteria .2	Prepare report or documentation in given format.							
	Performance Criteria .3	Present recommendations to the assessor in format D-3.							
	Task 5. During assessme knowledge test.	nt, under observation by trainer, you will complete written							

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

									_	
Candid		Name:				Regist	ration/R	oll Numb	er:	
Details	i 	Candidate Signa	ature:							
		COMPETENT					NOT YE	TCOMPET	ENT	
Assessi Outcor		Name of the As	ssessor (Trainer	r)				Assessor	's code:
		Signature of th	e Assess	or:						
		Assess	ment Sı	ımma	ry (to k	e fille	d by the	e assesso	or)	
	Activ	/ity			Metho	d			Re	esult
Nature of Activity			Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent
		nonstration			√					
	dge Asses Requireme		√	√		√				
Other	<u>tequirente</u>	110								
		Each	Assessr	nent Ta	ask (wit	h perfo	ormance	criteria)		
Assessn	nent Task		Descripti							
		•					s per doo	ket A-1.		
During t following	-	ıl assessment, ca	ndidate	demon	istrated	l the		Yes	No	Remarks
1		ubstrate handling	g as per j	ob req	uiremei	nt				
2		dy workstation fo								
3	Perform of given forn	cutting and trimr	ning ope	eration	and re	cord e	ntries in			
Compet			Not Yet (Compe	tent	$\overline{\Box}$				
•						<u> </u>				
		Fact	Αςςρςςι	ment T	ask (wi	th perf	ormance	criteria)		
Assessn	nent Task		Descript			-				
7.0000			Perform					ket B-1.		
During following	-	al assessment, ca	ndidate	demor	nstrate	d the		Yes	No	Remarks
1	1	ubstrate handlin		•						
2	1	dy workstation fo								
3	Perform h format B-	ot foil stamping 2.	operatio	n and r	ecord e	ntries i	n given			
Compet	tent [Not Yet (Compe	tent					

Assessn	nent Tas	k	Description of Carryout environments				cket C-1.		
During following	_	tical assessme	nt, candidate dem	nonstrate	d the		Yes	No	Remarks
1		n substrate ha	ndling as per job r	eguireme	ent.				
2	1		ion for envelop ma			n.			
3		m envelop mal	king operation and				n		
Compe			Not Yet Com	petent				l	
			Each Assessment	t Task /w	ith no	rformo	nco critorio		
A	nent Tas	1.	Description of				nce criteria)	
Assessii	nent ias	ĸ	Solve probler						
During	the prac	tical assessme	nt, candidate dem		•				
following		licai assessiiie	iii, caiididate deiii	ionstrate	u tile		Yes	No	Remarks
		the problem	& Identify possible	Solution	s of g	iven			
1	_	-	D-1 and write a re		_				
2			cumentation in giv	•					7
3	Presen	t recommenda	itions to the assess	sor in for	mat D)-3.			
Compet	tent		Not Yet Com	petent			l .		1
CANDIE DETAIL		Training Inst	No:tution: Senior Post Presior Post Op	ss Opera					J
NOTE		 Atta 	e Allowed: 20 minuing all questions. questions carry equ						
INSTRU	CTION	Encircle the	best answer.						

Each Assessment Task (with performance criteria)

b) False Q 3.Guillotine machine is used for: a) Substrate trimming b) Printing c) Lamination d) All of above Q 4.What is the purpose of pressure clamp in a cutting machine? Ans: Pressure clamp is used to hold the paper firmly. Q 5.What is the use of block in hot foil stamping? a) To transfer the foil on substrate b) To get bad impression c) To get minimum height d) To get good cost Q 6.How long does it take for the envelope glue to dry? a) As per Substrate. b) One hour c) One minute d) Half an hour Q 7.It is important to complete paper work after every operation? a) True b) False Q 8.What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9.For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True b) False	Q 2.In r	machine numbering operation, sequence perform in reverse order? a) True
a) Substrate trimming b) Printing c) Lamination d) All of above Q 4. What is the purpose of pressure clamp in a cutting machine? Ans: Pressure clamp is used to hold the paper firmly. Q 5. What is the use of block in hot foil stamping? a) To transfer the foil on substrate b) To get bad impression c) To get minimum height d) To get good cost Q 6. How long does it take for the envelope glue to dry? a) As per Substrate. b) One hour c) One minute d) Half an hour Q 7. It is important to complete paper work after every operation? a) True b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	O 3 Gu	,
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Q 5.What is the use of block in hot foil stamping? a) To transfer the foil on substrate b) To get bad impression c) To get minimum height d) To get good cost Q 6.How long does it take for the envelope glue to dry? a) As per Substrate. b) One hour c) One minute d) Half an hour Q 7.It is important to complete paper work after every operation? a) True b) False Q 8.What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9.For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	Q 4. Wh	nat is the purpose of pressure clamp in a cutting machine?
a) To transfer the foil on substrate b) To get bad impression c) To get minimum height d) To get good cost Q 6. How long does it take for the envelope glue to dry? a) As per Substrate. b) One hour c) One minute d) Half an hour Q 7. It is important to complete paper work after every operation? a) True b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True		Ans: Pressure clamp is used to hold the paper firmly.
b) To get bad impression c) To get minimum height d) To get good cost Q 6. How long does it take for the envelope glue to dry? a) As per Substrate. b) One hour c) One minute d) Half an hour Q 7. It is important to complete paper work after every operation? a) True b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	Q 5.Wh	nat is the use of block in hot foil stamping?
a) As per Substrate. b) One hour c) One minute d) Half an hour Q 7. It is important to complete paper work after every operation? a) True b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	b) c)	To get bad impression To get minimum height
b) One hour c) One minute d) Half an hour Q 7. It is important to complete paper work after every operation? a) True b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	Q 6.Ho	w long does it take for the envelope glue to dry?
a) True b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True		b) One hour c) One minute
b) False Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	Q 7. It is	s important to complete paper work after every operation?
Q 8. What is SWOT? a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True		a) True
 a) Strength, Weakness, Opportunity, Threats Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True 		b) False
Q 9. For trimming printed substrate, the cutting marks are essential. a) True b) False Q 10. Hammer is used to adjust the block. a) True	Q 8.Wh	nat is SWOT?
a) True b) False Q 10. Hammer is used to adjust the block. a) True		a) Strength, Weakness, Opportunity, Threats
b) False Q 10. Hammer is used to adjust the block. a) True	Q 9.For	trimming printed substrate, the cutting marks are essential.
Q 10. Hammer is used to adjust the block. a) True		a) True
a) True		b) False
,	Q 10.	Hammer is used to adjust the block.
		•

Annexure A-1		OOCKET (Cutting and Trimming)	Name and ID of assesse	
		ABC Printing Press	Job Card no.	
			101	
P.O No.	(G-802		
Assigned	on:	15 March 202	Delivery date: 22 March 2020	
	Client	PAPGAI		
Job Type:		Admission forms		
Quantity:		200		
Sheet Size		11.5" x 18"		
_	Finish Size	8.5" x 11		
Paper	Type GSM	Offset paper 70		
Special instructions:				
Job Sample		As per provide	ed sample	

Annexure **B-1**

DOCKET (Hot Foil Stamping)

Name an	d ID of						
assesse							

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Text book Title

Quantity: 100

Color Gold

Size 8.5" x 11"

Paper Type Duplex board

GSM 250

Foil type Shine

Delivery date: 22 March 2020

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

Annexure **C-1**

DOCKET (Envelope Making)

Name and ID of	
assesse	

ABC Printing Press

Job Card no.

101

Delivery date:

22 March 2022

P.O No. G-802

Assigned

on:

15 March 2022

Client

PAPGAI association

Job Type:

Envelope

Quantity:

100

Flap pasting:

Straight

Side flap Pasting:

In-side

Envelope Size:

9" x 4"

Window Size:

1.5" X 3"

GSM

80

Gum types:

Flap Gum

Side Flap Gum Window Gum

Special instructions:

Job Sample

As per provided sample

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

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

Format – C-2	Daily Production report					
Envelop M	Date:					
Operator Name	· card		Job quantity	Production quantity	Wastage	Remarks

Annexure-D-1

Solve Problem At Work Place

Scenario – 1.

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

Note: Reference Job order no is 3652.

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

Annexure - D - 3

To Be Filled by Assesse

Recommended solution Report

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

Recommendation:

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

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