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POST PRESS OPERATIONS (Packaging)

CBT Curriculum

National Vocational
Certificate Level 2-5

Version 1 - December 2019



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Introduction

The Post Press is a highly labor intensive industry; labor is extensively employed in the initial stages of the Post press operations while greater skills are required at the finishing stage. This Course is designed to focus the need, importance and understanding of Post Press – Packaging industry as per the current competitive environment. Companies can maintain a strategic competitive advantage and produce more valued goods after better processing of printed substrate. Increasing demand for skilled, efficient and effective employees has created demand for this course.

This course will enable functional and technical skills for Post Press. The learning material is taught as Post press – Packaging and quality perspective with an emphasis on where and how specific tools can be used to improve the overall performance in the Post Press.

Definition/ Description of the Post Press program for (*Packaging*)

- National Vocational Certificate level 2, in (Post press operations-Packaging) “Assistant Post Press operator”
- National Vocational Certificate level 3, in (Post press operations- Packaging) “Post Press operator”
- National Vocational Certificate level 4, in (Post press operations- Packaging) “Senior Post Press Operator”
- National Vocational Certificate level 5, in (Post press operations) “in charge Post Press Operations”

Purpose of the training program

The purpose of this training is to develop a range of skills and techniques, personal skills and attributes essential for successful performance in Packaging in accordance with industry requirements. It also enables the student to pursue a Post Press Operations – Packaging career path with greater employment and entrepreneurial skills progress to related general and/or vocational qualifications.

Overall objectives of training program

After completion of vocational training the graduates of the Post press program will have a good balance of knowledge, skills, attitude and work experiences, which are the essential elements of employability.

Competencies to be gained after completion of course

Following competency will be gained after completion of Post Press operations course:

Module .1	Perform Pre run operation (Level-2)
Module .2	Interpret instructions on Docket for packaging
Module .3	Perform Lamination
Module .4	Perform Pasting Operation
Module .5	Perform health and safety at work place
Module .6	Develop computer application skills
Module .7	Perform Die Cutting Operation (Level-3)
Module .8	Perform Waste Management
Module .9	Perform Embossing
Module .10	Develop Professionalism
Module .11	Perform Cutting & Trimming (Level-4)
Module .12	Perform Hot Foil Stamping
Module .13	Carry out envelop making
Module .14	Solve problem at workplace
Module .15	Develop Communication Skill
Module .16	Perform quality inspection (Level-5)
Module .17	Develop entrepreneur skills
Module .18	Manage a team
Module .19	Plan business activities
Module .20	Address Basic Customer needs
Module .21	Manage Human Resources
Module .22	Manage Personal Finance
Module .23	Solve Problems pertaining to health and safety
Module .24	Develop Business Plan
Module .25	Apply Information and Communication Skills
Module .26	Perform color management
Module .27	Develop Layout and dummy

Possible available job opportunities available immediately and later in the future:

Trainer can work as the following, after completing this course

- Assistant Post Press operator
- Post Press operator
- Senior Post Press Operator
- in charge Post Press Operations
- Packaging supervisor
- cutting machine Operator
- Floor Manager
- QA in charge
- QC In-charge
- Lab Assistant
- Lamination machine operator
- Semi auto die cutting machine operator
- Pasting machine operator

Trainee entry level

Title	Entry requirements
National Vocational Certificate level 2, in (Post press Operations-Packaging) “Assistant Post Press operator”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is the person must have middle (preferable matric).
National Vocational Certificate level 3, in (Post press Operations- Packaging) “Post Press operator”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 2, in Post press operations. Or this person must have Middle with 3 year experience of Post press Operations can also apply.
National Vocational Certificate level 4, in (Post press Operations- Packaging) “Senior Post Press Operator”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in Post press operations. Or this person must have Middle with 5 year experience of Post press Operations can also apply
National Vocational Certificate level 5, in (Post press Operations) “in charge Post Press Operations”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 4, in Post press operations “Senior Post Press Operator Or senior Binder”. Or this person must have intermediate with 5 year experience of post press operations can also apply.

Minimum qualification of trainer

Trainer must possess a diploma (DAE) or intermediate along with 5 years' experience in the field of Post Press Operations.

Recommended trainer: trainee ratio

The recommended ratio of Trainer: Trainee should be 1: 20

Medium of instruction i.e. language of instruction

Medium of instruction is English and Urdu

Duration of the course (Total time, Theory & Practical time)

Following is the duration of the course

Post press Operations-Packaging “ Assistant Post Press operator ” (NVQF Level 2)			
Time Frame	Credits	Theory Hours	Practical Hours
6 Months	50	116	384
Total	500	Hours	

Post press Operations- Packaging “ Post Press Operator ” (NVQF Level 3)			
Time Frame	Credits	Theory Hours	Practical Hours
6 Months	50	101	399
Total	500	Hours	

Post press Operations- Packaging “ Senior Post Press Operator ” (NVQF Level 4)			
Time Frame	Credits	Theory Hours	Practical Hours
6 Months	50	114	386
Total	500	Hours	

Post press Operations “ in charge Post Press Operations ” (NVQF Level 5)			
Time Frame	Credits	Theory Hours	Practical Hours
12 Months	90	306	594
Total	900	Hours	

Sequence of the modules

Summary – overview of the curriculum

Following is the sequence of the modules for Post Press Operations - Packaging (NVQF Level 2 to 5).

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module A: Perform Pre-Run Operation. Aim: After successful completion of this module, the student will be competent to perform cleaning, maintain oil level in post press machine and perform dry run process safely.	LU1: Perform cleaning in press room LU2: Maintain oil level LU3: Perform Dry run LU4: Manage humidity in press room	6	24	30
Module B: Interpret instructions on docket for packaging Aim: After successful completion of this module, the student will be competent to determine job order details, verify the quality of material supplied for the job, check and verify paper sizing, cutting and finishing of the job on machine	LU1: Determine job order details LU2: Verify art work/sample for packaging LU3: Verify material quality for packaging LU4: Verify substrate sizing LU5: Verify die as per docket LU6: Verify Block as per docket	8	12	20
Module C: Perform Lamination. Aim: After successful completion of this module, the student will be competent to perform substrate handling, verify lamination film, make ready work station for lamination operation, perform lamination operation, perform post production & maintain log book	LU1: Perform Substrate handling LU2: Verify Lamination films as per dockets LU3: Make ready workstation for lamination operation LU4: Perform lamination operation LU5: Perform post production activity LU6: Maintain log Book	36	144	180
Module D: Perform Pasting Operation Aim: After successful completion of this module, the student will be competent to manage substrate handling, perform pasting, perform post production activities, and maintain log book	LU1: Perform Substrate handling LU2: Make ready workstation for pasting operation LU3: Perform pasting operation LU4: Perform post production activity Maintain Log book	36	144	180

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module E: Perform Health and Safety Aim: After successful completion of this module, the student will be competent to identify hazards in workplace, comply with health and safety precautions, use of personal protective equipment and practicing safe work habits at workplace at all times	LU1: Practice safe work habit to ensure safety LU2: Use Personal Protective Equipment (PPE) LU3: Identify hazards in press environment. LU4: Comply with Occupational Health and Safety (OHS)precautions Carryout firefighting techniques.	15	15	30
Module F: Develop Computer Application Skills Aim: After successful completion of this module, the student will be competent to preparing word, excel and PowerPoint documents, learning basic computer application functions, as well as create email communication	LU1: Apply Basic computer operation LU2: Prepare Word document LU3: Prepare spread sheet as per required information LU4: Prepare power point presentation. Perform email communication	15	45	60
Module G: Perform Die cutting operation Aim: After successful completion of this module, the student will be competent to manage substrate handling, perform cutting, perform post production activities, and maintain log book	LU1: Perform Substrate handling LU2: Verify Die as per dockets LU3: Make ready workstation for die cutting operation. LU4: Perform die cutting operation LU5: Perform post production activity LU6: Maintain log Book.	48	252	300
Module H: Perform Waste Management Aim: After successful completion of this module, the student will be competent to manage post press waste, handle toxic/nontoxic chemicals, and manage solid waste	LU1: Manage Post press waste LU2: Handle toxic chemicals LU3: Handle Non-toxic chemicals Manage solid waste	10	20	30
Module I: Perform Embossing Aim: After successful completion of this module, the student will be competent to manage substrate handling, perform embossing, perform post production activities, and maintain log book	LU1: Perform Substrate handling LU2: Make ready workstation for Embossing LU3: Perform Embossing operation LU4: Perform post production activity Maintain log Book	28	112	140
Module J: Develop professionalism Aim: After successful completion of this module, the student will be competent to participate in in-house/outdoor training, attend trade workshops, utilize internet and prioritize job schedules	LU1: Participate in in-house training LU2: Participate in outdoor training LU3: Attend trade shows workshop, seminars LU4: Utilize internet Prioritize job schedule	15	15	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module K: Perform Cutting and Trimming Aim: After successful completion of this module, the student will be competent to manage substrate handling, Make ready workstation, perform cutting and trimming operation, maintain housekeeping and log book	LU1: Perform Substrate handling LU2: Make ready workstation for cutting and trimming operation. LU3: Perform cutting and trimming operation LU4: Perform post production activity Maintain log book.	22	138	160
Module L: Perform Hot foil stamping Aim: After successful completion of this module, the student will be competent to manage substrate handling, perform hot foil stamping, perform post production activities, and maintain log book	LU1: Perform Substrate handling LU2: Make ready workstation for hot foiling LU3: Perform Hot Foil operation LU4: Perform post production activity LU5: Maintain log Book	32	128	160
Module M: Carry out envelop making Aim: After successful completion of this module, the student will be competent to manage substrate handling, perform envelop making operation, maintain housekeeping and log book	LU1: Perform Substrate handling LU2: Make ready workstation for envelop making operation LU3: Perform envelop making operation LU4: Perform post production activity LU4: Maintain log Book	20	80	100
Module N: Solve problems at work place Operation Aim: After successful completion of this module, the student will be competent to apply the process of problem solving for problems beyond those associated directly with the process unit	LU1: Analyze the problem LU2: Identify possible solutions LU3: Recommend solution to higher management LU4: Implement Solution LU1: Evaluate/monitor results and outcome	25	25	50
Module O: Develop communication skills Aim: After successful completion of this module, the student will be competent to perform communication. Also deals with listening practice, adopting questioning technique to lead actual issues in the system, demonstrating telephonic ethics and moral techniques to deal with people related to the work	LU1: Make telephone calls LU2: Instruct labors LU3: Communicate with supervisor LU4: Maintain relations with people	15	15	30
Module P: Perform Quality inspection Aim: After successful completion of this module, the student will be competent to carryout physical inspection, environmental test and maintain test records	LU1: Carryout Printing Inspection LU2: Carryout Publishing Inspection LU3: Carryout Packaging Inspection LU5: Maintain Test record	50	200	250

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module Q: Develop Entrepreneur skills Aim: After successful completion of this module, the student will be competent to develop business plan, collect information regarding funding sources, develop market plan and keep motivate team	LU1: Develop a business plan LU2: Collect information regarding funding sources LU3: Develop a marketing plan LU4: Motivate Team	20	30	50
Module R: Managing a team Aim: After successful completion of this module, the student will be competent to lead small teams including setting and maintaining team and individual performance standards	LU1: Facilitate team Development LU2: Motivate Team Monitor LU3: team effectiveness	20	30	50
Module S: Plan business activities Aim: After successful completion of this module, the student will be competent to a small independent operation or to a section of a large organization	LU1: Plan work activities LU2: Schedule work activities LU3: Implement work activities LU4: Monitor work activities Review and evaluate work plans and activities	30	20	50
Module T: Address Basic Customer needs Aim: After successful completion of this module, the student will be competent to apply organizational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations	LU1: Assist customer to articulate needs LU2: Satisfy customer needs LU3: Manage networks to ensure customer needs are addressed LU4: Convert customer enquiries into sales	24	26	50
Module U: Manage Human Resources Aim: After successful completion of this module, the student will be competent to establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team. It applies to individuals who are project practitioners working in a project support role	LU1: Determine human resource requirements LU2: Establish productive team relationships LU3: Monitor Human Resource Management LU4: Contribute to evaluate human resource practices	25	25	50
Module V: Manage Personal Finance Aim: After successful completion of this module, the student will be competent to develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively	LU1: Develop a personal budget LU2: Develop long term personal budget LU3: Identify ways to maximize future finances	24	26	50

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module W: Solve Problems pertaining to health and safety Aim: After successful completion of this module, the student will be competent to concerned with complex negotiation in critical incidents and the development of strategic responses designed to resolve threatening incidents</p>	<p>LU1: Identify a problem LU2: Determine strategies for a required solution LU3: Coordinate support services LU4: Restore order provide leadership. LU5: Direction to the work group</p>	25	25	50
<p>Module X: Develop Business Plan Aim: After successful completion of this module, the student will be competent to develop a plan for a post press project, including assessing project requirements and planning for all stages to completion and final documentation. It applies to individuals who are likely to have responsibility for the provision of installations, maintenance, upgrades and new services</p>	<p>LU1: Prepare project management plan LU2: Develop and evaluate management plan LU3: Communicate project information LU4: Contribute to assessing effectiveness of communication</p>	24	26	50
<p>Module Y: Apply Information and Communication Skills Aim: After successful completion of this module, the student will be competent to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications. It applies to individuals who are project practitioners working in a project support role.</p>	<p>LU1: Contribute to communications planning LU2: Conduct information-management activities LU3: Communicate project information LU4: Contribute to assessing effectiveness of communication</p>	24	26	50
<p>Module Z: Perform Color Management Aim: After successful completion of this module, the student will be competent to perform color management by controlling LAB values & their matching procedure, controlling ink density in printing machine and controlling drying parameter of printed jobs. Color processing, LAB Value maintenance during printing process inks management, process of ink filling CPC Processing.</p>	<p>LU1: Control L*a*b* values LU2: Control drying parameters</p>	20	80	100

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module AA: Develop Layout & Dummy Aim: After successful completion of this module, the student will be competent in Post press operations to development of layout and dummy of new job with the minimum wastage	LU1: Perform manual sizing and layout LU2: Instruct Graphic designer for Art Work LU3: Develop a Dummy.	20	80	100
Total		637	1763	2400

Modules

Module 1: Perform Pre-Run Operation (Level-2)

Objective of the module: After successful completion of this module, the student will be competent to perform cleaning, maintain oil level in post press machine and perform dry run process safely.

Duration: 30 Hours **Theory:** 8 Hours **Practical:** 22 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform cleaning in press room	<ul style="list-style-type: none"> Perform daily cleaning surrounding post press machine as per instruction. Perform cleaning of the machine as per OEM manual. Perform cleaning of associated tools as per press room instruction. Perform periodic cleaning as per duty chart. 	<ul style="list-style-type: none"> State history and types of printing and post press operations. Enlist main parts of post press machine. Describe the importance of tidiness in press room. Define the procedure of work place cleaning 	Total: 8 Hours Theory: 2 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic Instruction manual Cleaning brush Cleaning cloth PPE's	Classroom with multimedia aid Post Press Training Room
LU-2 Maintain oil level	<ul style="list-style-type: none"> Check oil level in machine as recommended in machine manual. 	<ul style="list-style-type: none"> Describe disadvantage of using low quality oil in machine. Determine capacity 	Total: 6 Hours Theory:	Computer & multimedia Presentations on	Classroom with multimedia aid

	<ul style="list-style-type: none"> Maintain oil level as per machine manual. 	<ul style="list-style-type: none"> of oil tank in post press machine. List reasons to maintain oil level in machines. 	<p>2 Hours</p> <p>Practical: 4 hours</p>	<ul style="list-style-type: none"> related topic Handout on related topic Instruction manual PPE's Oil can Grease gun 	Post Press Training Room
<p>LU-3</p> <p>Perform Dry run</p>	<ul style="list-style-type: none"> Perform Dry run procedure on post press machine as per instruction. Verify dry run through test run. 	<ul style="list-style-type: none"> Define dry run 	<p>Total: 10 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 8 Hours</p>	<ul style="list-style-type: none"> Computer & multimedia Presentations on related topic Handout on related topic Instruction manual PPE's Allen key set Spanner set Tommy bar set Adjustable 	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

				spanner Screw driver set	
LU-4 Manage humidity in press room	<ul style="list-style-type: none"> Verify humidity of press room as per instruction. Apply humidity management techniques in press room. 	<ul style="list-style-type: none"> Describe humidity & importance of manage humidity in press room environment. Enlist method of humidity management in press room 	Total: 6 Hours Theory: 2 Hours Practical: 4 Hours	Computer & multimedia Presentations on related topic Handout on related topic Instruction manual PPE's Humidity meter	Classroom with multimedia aid Post Press Training Room

Module 2: Interpret instructions on docket for packaging

Objective of the module: After successful completion of this module, the student will be competent to determine job order details, verify the quality of material supplied for the job, check and verify paper sizing, cutting and finishing of the job on machine

Duration: 20 Hours **Theory:** 8 Hours **Practical:** 12 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Determine job order details	<ul style="list-style-type: none"> Determine job title from docket/job card. Verify availability of reference specimen in docket/job card. Determine quantity of job as per docket/job card requisition. Determine coating applications on from docket/job card. 	<ul style="list-style-type: none"> Importance of docket/job card and its interpretation Enlist information available on docket/job card. 	Total: 4 Hours Theory: 2 Hours Practical: 2 Hours	Computer & multimedia Presentations on related topic Handout on related topic	Classroom with multimedia aid Post Press Training Room
LU-2 Verify art work/sample for packaging	<ul style="list-style-type: none"> Verify art work as per docket. Verify pasting application as per dummy. 	<ul style="list-style-type: none"> Define artwork in printing industry. State importance of maintaining viscosity of glue. 	Total: 4 Hours Theory: 2 Hours Practical: 2 Hours	Computer & multimedia Presentations on related topic Handout on related topic	Classroom with multimedia aid Post Press Training Room

<p>LU-3 Verify material quality for packaging</p>	<ul style="list-style-type: none"> • Determine substrate type as per docket/job card. • Determine grain of substrate as per docket/job card. • Determine Gram per Square Meter (GSM) value of substrate as per docket/job card. • Determine thickness of substrate as per docket. 	<ul style="list-style-type: none"> • Define applications of coatings. • Define traceability marks. • Define GSM values. • Describe effects of variation in GSM values. 	<p>Total: 4 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 2 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Micrometer</p> <p>Measuring Scale</p> <p>Weighing scale with cutter</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-4 Verify substrate sizing</p>	<ul style="list-style-type: none"> • Verify size of substrate as per docket/job card. • Verify trimming of substrate as per requirement. 	<ul style="list-style-type: none"> • Describe substrate. • State method of checking substrate sizes. • Describe effect of size variation on substrate. • State substrate trimming procedure. • Define grain of substrate and its importance. 	<p>Total: 4 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 2 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Measuring Scale</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
	<ul style="list-style-type: none"> • Verify die size as per specimen. 	<ul style="list-style-type: none"> • Define die and block. 	<p>Total: 2 Hours</p>	<p>Computer & multimedia</p>	<p>Classroom with multimedia aid</p>

<p>LU-5 Verify die as per docket</p>	<ul style="list-style-type: none"> • Verify number of Ups as per docket • Verify dimension of Ups as per docket 		<p>Theory: 1 Hours</p> <p>Practical: 1 Hours</p>	<p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Measuring Scale</p> <p>Micrometer</p> <p>Die and Block</p> <p>Specimen</p>	<p>Post Press Training Room</p>
<p>LU-6 Verify Block as per docket</p>	<ul style="list-style-type: none"> • Verify block size as per specimen. • Verify number of Ups as per docket • Verify type of block as per docket 	<ul style="list-style-type: none"> • State precautions to be taken in die and block handling. 	<p>Total: 2 Hours</p> <p>Theory: 1 Hours</p> <p>Practical: 1 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Micrometer</p> <p>Measuring Scale</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

Module 3: Perform Lamination

Objective of the module: After successful completion of this module, the student will be competent in perform substrate handling, verify lamination film, make ready work station for lamination operation, perform lamination operation, perform post production & maintain log book

Duration: 180 Hours **Theory:** 36 Hours **Practical:** 144 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify side-lay & front-lay of the printed substrate Perform Substrate Stacking Verify the side of lamination Verify the Substrate size for lamination 	<ul style="list-style-type: none"> Define Importance of the substrate stacking Describe the Importance of the front-lay & side-lay 	Total: 12 Hours Theory: 4 Hours Practical: 8 Hours	Computer & multimedia Presentations on related topic Handout on related topic Measuring Scale	Classroom with multimedia aid Post Press Training Room
LU-2 Verify Lamination films as per docket	<ul style="list-style-type: none"> Verify the type of the lamination film Verify the thickness of the lamination film Verify size of the lamination 	<ul style="list-style-type: none"> Enlist the types of lamination film. 	Total: 12 Hours Theory: 4 Hours Practical:	Computer & multimedia Presentations on related topic Handout on	Classroom with multimedia aid Post Press Training Room

	film roll		8 Hours	related topic Micrometer Measuring Scale Lamination film	
LU-3 Make ready workstation for lamination operation	<ul style="list-style-type: none"> Adjust the feeder according to the job Mount the film roll on to the machine Mount the delivery drum on the machine Mount the conveyer blanket as per instruction. Adjust the viscosity of the glue in a container as per job requirement Mount the glue pot & fill-up with the glue Adjust the front-lay & the side-lay Adjust the flow of glue 	<ul style="list-style-type: none"> Enlist the main parts of machine Importance of maintaining viscosity of the glue 	Total: 26 Hours Theory: 6 Hours Practical: 20 Hours	Computer & multimedia Presentations on related topic Handout on related topic DIN cup & Stop watch Measuring Scale Lamination machine	Classroom with multimedia aid Post Press Training Room

	Perform test run				
LU-4 Perform lamination operation	<ul style="list-style-type: none"> Maintain viscosity of the glue during the lamination Adjust the speed as per substrate Check & maintain the quality of lamination Maintain the Glue level in the glue pot 	<ul style="list-style-type: none"> Quality checks of the lamination process. 	Total: 80 Hours Theory: 18 Hours Practical: 62 Hours	Computer & multimedia Presentations on related topic Handout on related topic	Classroom with multimedia aid Post Press Training Room
LU-5 Perform post production activity	<ul style="list-style-type: none"> Remove the delivery drum from the machine as per instruction Clean the roller as per instruction Empty & clean glue pot Clean-up the feeder conveyor blanket (Clean machine and tool as per instruction) Perform sheet separation 	<ul style="list-style-type: none"> Importance of the cleaning after lamination Technique involved in sheet separation process 	Total: 8 Hours Theory: 2 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic knife	Classroom with multimedia aid Post Press Training Room
LU-6 Maintain log Book	<ul style="list-style-type: none"> Record the final counter along-with the wastages Record downtime during 	<ul style="list-style-type: none"> Importance of record keeping 	Total: 6 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

	lamination operation		Theory: 2 Hours Practical: 4 Hours	related topic Handout on related topic Log book	Post Press Training Room
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Module 4: Perform Pasting Operation

Objective of the module: After successful completion of this module, the student will be competent to manage substrate handling, perform pasting, perform post production activities, and maintain log book

Duration: 180 Hours **Theory:** 36 Hours **Practical:** 144 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify glue flap of the die cut substrate Perform Substrate Stacking as per instruction. Verify the thickness/GSM value of the substrate as per docket. Verify the Length and width of the skillet/unit box as per docket 	<ul style="list-style-type: none"> Define Importance of the substrate stacking. 	Total: 12 Hours Theory: 4 Hours Practical: 8 Hours	Computer & multimedia Presentations on related topic Handout on related topic Docket Measuring scale Weighing scale with cutter Micrometer	Classroom with multimedia aid Post Press Training Room
LU-2 Make ready workstation for pasting	<ul style="list-style-type: none"> Adjust the feeder according to the job Adjust pre-glue / pre-fold belts according to the job 	<ul style="list-style-type: none"> State health and safety precautions of the pasting machine. 	Total: 50 Hours Theory: 12 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

operation	<ul style="list-style-type: none"> • Adjust glue flap folding station according to the job • Adjust 3rd fold station according to the job • Adjust glue pot station according to the job • Adjust post-glue belts according to the job. • Adjust the impression and speed of delivery belt as per job requirement • Adjust Glue viscosity as per job requirement • Adjust flow of glue as per job requirement • Adjust the delivery conveyer belt pressure as per job requirement. • Adjust the counter photocell and kick according to the job • Perform test run 	<ul style="list-style-type: none"> • Identify glue flap. • Identify purpose of glue viscosity • Describe purpose of feeder station 	Practical: 38 Hours	related topic Handout on related topic Allen key set Spanner set Scissor Viscosity cup & Stop watch Measuring tape Plier set Pasting machine straight	Post Press Training Room
	<ul style="list-style-type: none"> • Get approval from the supervisor • Carry out pasting operation as 	<ul style="list-style-type: none"> • Describe purpose of Pre-glue station. 	Total: 100 Hours	Computer & multimedia	Classroom with multimedia aid

<p>LU-3 Perform pasting operation</p>	<p>per instruction</p> <ul style="list-style-type: none"> • Check & maintain the quality of pasting. 	<ul style="list-style-type: none"> • Describe purpose of glue pot station. • Describe purpose of Post-glue station. • Describe purpose of Delivery station. • Describe the importance of glue position on glue flap 	<p>Theory: 16 Hours</p> <p>Practical: 84 Hours</p>	<p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Pasting machine straight</p> <p>Substrate</p>	<p>Post Press Training Room</p>
<p>LU-4 Perform post production activity</p>	<ul style="list-style-type: none"> • Remove the Glue pot from the machine as per instruction • Clean the glue pot as per instruction • Remove the pile form feeder and delivery. • Clean the machine & workplace 	<ul style="list-style-type: none"> • Describe the importance of maintaining/cleaning of work station 	<p>Total: 10 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 8 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Cleaning brush & cloth</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-5 Maintain Log book</p>	<ul style="list-style-type: none"> • Record the final counter along with the wastages • Record downtime during die cutting operation 	<p>Importance of record keeping</p>	<p>Total: 8 Hours</p> <p>Theory:</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training</p>

			2 Hours	related topic	Room
			Practical: 6 Hours	Log book	

Module 5: Perform Health and Safety.

Objective of the module: After successful completion of this module, the student will be competent to identify hazards in workplace, comply with health and safety precautions, use of personal protective equipment and practicing safe work habits at workplace at all times

Duration: 30 Hours **Theory:** 15 Hours **Practical:** 15 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Practice safe work habit to ensure safety	<ul style="list-style-type: none"> Interpret work processes and procedures to identify risk of hazards at printing press. Recognize printing processes, tools, equipment and consumable materials that have the potential to cause harm. Identify potential hazards to minimize accident risk. Take appropriate action to minimize the risk. 	<ul style="list-style-type: none"> State health and safety precautions of the printing company. State safety reporting procedures State organizational health and safety procedures. List health and safety risks that can arise as a result of accidents. 	Total: 6 Hours Theory: 3 Hours Practical: 3 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid Post Press Training Room
LU-2 Use Personal Protective	<ul style="list-style-type: none"> Select personal protective equipment in terms of type and quantity according to 	<ul style="list-style-type: none"> Give importance of using Personal Protective Equipment (PPE) List Types of PPEs required in 	Total: 6 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

Equipment (PPE)	<p>work orders.</p> <ul style="list-style-type: none"> • Verify personal protective equipment to ensure optimum protection in compliance with press room procedures. • Ensure personal protective equipment hygiene in compliance with press room procedures. 	printing press	<p>Theory: 3 Hours</p> <p>Practical: 3 Hours</p>	<p>related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Post Press Training Room
<p>LU-3</p> <p>Identify hazards in press environment.</p>	<ul style="list-style-type: none"> • Apply dress code in accordance with press room procedures. • Follow rules to ensure personal safety as well as safety of others as per press room procedures. • Demonstrate housekeeping in the workplace by cleaning up spills or leaks. • Keep work area clear of obstructions as per safety policies 	<ul style="list-style-type: none"> • List techniques and methods to control risks of identified hazards in the workplace. • Define procedure of dealing with hazards to reduce chances or avoid accident or injury. • List types of hazards that are most likely to cause harm to health and safety. 	<p>Total: 6 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 3 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

	<ul style="list-style-type: none"> Ensure tools or equipment in place prescribed as per company procedures. 				
<p>LU-4</p> <p>Comply with Occupational Health and Safety (OHS) precautions</p>	<ul style="list-style-type: none"> Comply with health and safety precautions & relevant guidelines. Identify OHS hazards in printing press to prevent from potential for accidents Deal with problems which are within assistant printing machine operator's control. Report safety issues which are out of assistant machine operator's control Adopt dress code as per press requirement. 	<ul style="list-style-type: none"> Explain importance of safety at work & its implications. State work safety procedures and guidelines. List specific company procedures regarding workplace safety. Recommended procedure for cleaning & storing of tools and equipment. 	<p>Total: 6 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 3 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-5</p> <p>Carryout firefighting techniques.</p>	<ul style="list-style-type: none"> Make decision in the process of fighting a fire as per instruction. Stop fire by applying firefighting policies. Apply safety precautions 	<ul style="list-style-type: none"> Identify causes of Fire List types of fire List fire fighting equipment Define fire fighting method 	<p>Total: 6 Hours</p> <p>Theory: 3 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

	<p>when fighting a fire.</p> <ul style="list-style-type: none"> • Apply the procedure after a fire has been put out as per instruction. 		<p>Practical: 3 Hours</p>	<p>related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p> <p>Fire extinguisher</p>	
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Module 6: Develop Computer Application Skills

Objective of the module: After successful completion of this module, the student will be competent to preparing word, excel and PowerPoint documents, learning basic computer application functions, as well as create email communication

Duration: 60 Hours **Theory:** 15 Hours **Practical:** 45 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Apply Basic computer operation	<ul style="list-style-type: none"> Identify computer system components Identify safety precautions associated with computer use Maintain workstation, equipment and supplies Navigate operating systems and software programs Troubleshoot computer problems Troubleshoot printer malfunction Manipulate data/software/operating system Use file management techniques 	<ul style="list-style-type: none"> Discussing the four main functions of computer hardware: input, processing, output, and storage. Describing major hardware components. 	Total: 12 Hours Theory: 3 Hours Practical: 9 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book A3- Laser printer (color)	Classroom with multimedia aid

<p>LU-2 Prepare Word document</p>	<ul style="list-style-type: none"> • Open word processing application to add data according to information requirements • Set up page in a word document • Edit word document as required • Use simple formatting tools when creating the document • Save word document to directory • Customize basic settings to meet page layout conventions • Use formatting features and styles as required • Insert table in a word document • Insert appropriate images into document as necessary • Perform mail merge in a word document • Insert header/footer in a word document to incorporate 	<ul style="list-style-type: none"> • Describing formatting styles and their effect on formatting, readability and appearance of documents • Outline purpose, use and function of word-processing software. • Understand MS Word to create documents, flyers, publications • Explain the effect of formatting and appearance on the readability and usability of spreadsheets 	<p>Total: 12 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 9 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>
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	<p>necessary data</p> <ul style="list-style-type: none"> • Insert section break in a word document • Set style in word document • Select basic Print settings • Print the document 				
<p>LU-3 Prepare spread sheet as per required information</p>	<ul style="list-style-type: none"> • Create workbook according to information requirements • Insert sheet according to information requirements • Enter basic formulae / functions using cell referencing when required • Correct formulas when error messages occur • Use a range of common tools during spreadsheet development • Edit columns and rows within the spreadsheet Filter data • Save the spreadsheet to a folder on a storage device • Format spreadsheet using formatting features as required 	<ul style="list-style-type: none"> • Understand MS Excel to store, organize, and manipulate data 	<p>Total: 12 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 9 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none"> Incorporate object and chart in spreadsheet Print spreadsheet 				
<p>LU-4</p> <p>Prepare power point presentation.</p>	<ul style="list-style-type: none"> Create a simple design for a presentation Open blank presentation and add text / graphics Apply existing styles within a presentation Use presentation template and slides to create a presentation Use various tools to improve the look of the presentation Save presentation to the appropriate storage device and folder 	<ul style="list-style-type: none"> Understand MS PowerPoint to create presentations 	<p>Total: 12 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 9 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-5</p> <p>Perform email communication</p>	<ul style="list-style-type: none"> Interpret E-mail received on personal E-mail address. Prepare E-Mail for vendor applying E-mail writing ethics Send E-mail to vendor enclosed with picture of print design 	<ul style="list-style-type: none"> Express steps of creating new e-mail account State e-mail writing ethics 	<p>Total: 12 Hours</p> <p>Theory: 3 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p>	<p>Classroom with multimedia aid</p>

			Practical: 9 Hours	Flip Chart Pen Pencil Paper Note book	
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Module 7: Perform Die cutting operation (Level-3)

Objective of the module: After successful completion of this module, the student will be competent to manage substrate handling, perform cutting, perform post production activities, and maintain log book

Duration: 300 Hours **Theory:** 48 Hours **Practical:** 252 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify side-lay & front-lay of the printed substrate Verify the GSM of the substrate as per docket. Verify thickness of substrate as per docket. Verify substrate size as per docket. Verify the grain of substrate as per docket. Perform Substrate Stacking as per instruction. 	<ul style="list-style-type: none"> Define side lay and front lay. Define Importance of the substrate stacking. 	Total: 20 Hours Theory: 6 Hours Practical: 14 Hours	Computer & multimedia Presentations on related topic Handout on related topic Measuring scale Docket Micrometer Weighing scale with cutter	Classroom with multimedia aid Post Press Training Room
LU-2 Verify Die as per docket	<ul style="list-style-type: none"> Verify the die ups as per docket Verify creasing matrix requirement as per thickness 	<ul style="list-style-type: none"> Define creasing matrix 	Total: 32 Hours Theory: 8 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

	of the substrate.		Practical: 24 Hours	related topic Handout on related topic Die Creasing matrix	Post Press Training Room
LU-3 Make ready workstation for die cutting operation	<ul style="list-style-type: none"> • Perform nicking on cutting blade as per instruction • Set the die rubber on to the die • Mount the die on to the machine chase. • Mount machine chase on die cutting machine • Set the creasing matrix on the creasing rule. • Make position setting of die with the help of cutting paper/Carbon paper • Perform Substrate Stacking in to the feeder • Adjust the head-lay & the side-lay • Adjust the impression as per 	<ul style="list-style-type: none"> • Describe elements of make ready for a new die cutting job • Describe the purpose of fanning. • Describe the importance of creasing, rule thickness and height 	Total: 60 Hours Theory: 20 Hours Practical: 40 Hours	Computer & multimedia Presentations on related topic Handout on related topic Allen key set Spanner set Scissor Die rubber Nicking tool Wood hammer Die Die cutting	Classroom with multimedia aid Post Press Training Room

	<p>job requirement</p> <ul style="list-style-type: none"> Adjust the feeder according to the job Perform test run 			machine	
<p>LU-4</p> <p>Perform die cutting operation</p>	<ul style="list-style-type: none"> Get approval from the supervisor Carry out cutting operation as per instruction Check & maintain the quality of die cutting 	<ul style="list-style-type: none"> Describe die cutting operation 	<p>Total: 170 Hours</p> <p>Theory: 10 Hours</p> <p>Practical: 160 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Die cutting machine</p> <p>Substrate</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-5</p> <p>Perform post production activity</p>	<ul style="list-style-type: none"> Remove the die and cutting plate from the machine as per instruction Clean the cutting plate as per instruction Remove the pile form feeder and delivery. Clean the machine & workplace 	<ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station 	<p>Total: 10 Hours</p> <p>Theory: 2 Hours</p> <p>Practical:</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Scraper</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

			8 Hours		
LU-6 Maintain log Book	<ul style="list-style-type: none"> Record the final counter along-with the wastages Record downtime during die cutting operation 	<ul style="list-style-type: none"> Importance of record keeping 	Total: 8 Hours Theory: 2 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic Log book	Classroom with multimedia aid Post Press Training Room

Module 8: Perform Waste Management

Objective of the module: After successful completion of this module, the student will be competent to manage post press waste, handle toxic/nontoxic chemicals, and manage solid waste

Duration: 30 Hours **Theory:** 10 Hours **Practical:** 20 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Manage Post press waste	<ul style="list-style-type: none"> Sort the waste generated at the workplace according to usability Tag the reusable components/item of the waste Maintain record of reusable components of the waste Reduce the waste generation in routine work by reuse the categorized waste as per requirement. Handle hazardous waste as per instruction. 	<ul style="list-style-type: none"> Understand the purpose of waste management. 	Total: 8 Hours Theory: 2 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic PPE Trolley Waste Bin (large)	Classroom with multimedia aid Post Press Training Room
LU-2 Handle toxic chemicals	<ul style="list-style-type: none"> Tag containers of toxic chemical as per instruction. Store toxic waste at designated place. Manage Inflammable toxic 	<ul style="list-style-type: none"> Identify the difference between toxic and nontoxic materials. Identify the difference between inflammable and non-inflammable materials. 	Total: 10 Hours Theory: 04 Hours	Computer & multimedia Presentations on related topic	Classroom with multimedia aid Post Press Training

	<p>chemical waste as per instruction.</p> <ul style="list-style-type: none"> • Manage non- inflammable toxic chemical waste as per instruction. 		<p>Practical: 06 hours</p>	<p>Handout on related topic</p> <p>PPE</p> <p>Trolley</p> <p>Waste Bin (large)</p>	<p>Room</p>
<p>LU-3 Handle non-toxic chemicals</p>	<ul style="list-style-type: none"> • Tag containers of non-toxic chemical as per instruction. • Store nontoxic waste at designated place. • Dispose-off inflammable non-toxic chemical waste as per instruction. • Dispose-off non- inflammable non-toxic chemical waste as per instruction. 	<ul style="list-style-type: none"> • Describe the importance of tagging. 	<p>Total: 8 Hours</p> <p>Theory: 4 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>PPE</p> <p>Trolley</p> <p>Waste Bin (large)</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-4 Manage solid waste</p>	<ul style="list-style-type: none"> • Tag containers of printed & un-printed substrate waste as per instruction. • Sort substrate waste according to disposable categories • Store printed substrate waste in 	<p>N/A</p>	<p>Total: 4 Hours</p> <p>Theory: 0 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

	<p>designated waste container.</p> <ul style="list-style-type: none"> • Store un-printed substrate waste in designated waste container. 		<p>Practical: 4 Hours</p>	<p>related topic</p> <p>PPE</p> <p>Trolley</p> <p>Waste Bin (large)</p>	
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Module 9: Perform Embossing

Objective of the module: After successful completion of this module, the student will be competent to manage substrate handling, perform embossing, perform post production activities, and maintain log book

Duration: 140 Hours **Theory:** 28 Hours **Practical:** 112 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify side-lay & front-lay of the printed substrate Perform Substrate Stacking as per instruction. Verify the thickness and GSM value of the substrate. Verify the foil color, type and size as per docket. 	<ul style="list-style-type: none"> Identify side lay and front lay. Describe the purpose of fanning 	Total: 12 Hours Theory: 4 Hours Practical: 8 Hours	Computer & multimedia Presentations on related topic Handout on related topic Micrometer Weighing scale with cutter	Classroom with multimedia aid Post Press Training Room
LU-2 Make ready workstation for Embossing	<ul style="list-style-type: none"> Set the Embossing block on to the die Adjust the feeder according to the job Perform Substrate stacking in to the feeder 	<ul style="list-style-type: none"> Describe the procedure of mounting of block on die. Describe the importance of block thickness and height. 	Total: 36 Hours Theory: 10 Hours Practical:	Computer & multimedia Presentations on related topic Handout on related topic	Classroom with multimedia aid Post Press Training Room

	<ul style="list-style-type: none"> Adjust the front-lay & the side-lay Mount the die on to the machine Fix the counter block on the impression plate. Adjust the registration as per registration mark. Adjust block impression as per instruction Perform test run 		26 Hours	Allen key set Spanner set Scissor Embossing block and counter block Die cutting machine	
LU-3 Perform Embossing operation	<ul style="list-style-type: none"> Get approval from the supervisor Carry out Embossing operation as per instruction Check & maintain the quality of Embossing 	<ul style="list-style-type: none"> Describe Embossing operation 	Total: 74 Hours Theory: 10 Hours Practical: 64 Hours	Computer & multimedia Presentations on related topic Handout on related topic	Classroom with multimedia aid Post Press Training Room
LU-4 Perform post production	<ul style="list-style-type: none"> Remove the die and Impression plate from the machine as per instruction 	<ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station 	Total: 10 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

activity	<ul style="list-style-type: none"> • Clean the cutting plate as per instruction • Remove the pile form feeder and delivery. • Clean the machine & workplace 		Theory: 2 Hours Practical: 8 Hours	related topic Handout on related topic Cleaning brush, cloth & scraper	Post Press Training Room
LU-5 Maintain log Book	<ul style="list-style-type: none"> • Record the final counter along-with the wastages • Record downtime during die cutting operation 	Importance of record keeping	Total: 8 Hours Theory: 2 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic Log book	Classroom with multimedia aid Post Press Training Room

Module 10: Develop professionalism

Objective of the module: After successful completion of this module, the student will be competent to participate in in-house/outdoor training, attend trade workshops, utilize internet and prioritize job schedules

Duration: 30 Hours **Theory:** 15 Hours **Practical:** 15 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Participate in in-house training	<ul style="list-style-type: none"> Identify latest training needs according to recent printing industry demands. Get enrolled in advance press training course. Follow training institute's policies for professional development. Perform training task mentioned in TLM. 	<ul style="list-style-type: none"> Describe the importance of being a good team player. Identify TLM/curriculum. Describe the benefits of latest machining techniques and developments, 	Total: 6 Hours Theory: 3 Hours Practical: 3 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid
LU-2 Participate in outdoor training	<ul style="list-style-type: none"> Promote Kaizen in printing industry. Implement 5S's at work 	<ul style="list-style-type: none"> Describe importance of Industrial Kaizen. Describe housekeeping through check State importance and methods of time 	Total: 6 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

	<p>place.</p> <ul style="list-style-type: none"> • Maintain schedule chart according to organizational policies. • Provide logistic support for press room machinery during maintenance. 	<p>management.</p> <ul style="list-style-type: none"> • Keep in touch with press training providers 	<p>Theory: 3 Hours</p> <p>Practical: 3 Hours</p>	<p>related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
<p>LU-3</p> <p>Attend trade shows workshop, seminars</p>	<ul style="list-style-type: none"> • Adopt upcoming market trends in printing trade by attending workshop and seminar. • Participate in skill test for professional development with concentration. • Participate in skill up-gradation courses with devotion. • Participate in professional seminars with concentration to acquire first hand 	<ul style="list-style-type: none"> • Identify the need of skill sets by getting involved in seminars, Read books/magazines related with mechanical manufacturing trade. • Describe short keys for MS office • Define production plan • Give advantages of preparation of production plan 	<p>Total: 6 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 3 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>

	<p>industrial knowledge.</p> <ul style="list-style-type: none"> • Participate in industrial visits on schedule. • Consult senior experts to get advice. • Watch videos/documentaries related with printing and packaging industry. • Perform internet browsing related to printing industry. 				
<p>LU-4 Utilize internet</p>	<ul style="list-style-type: none"> • Ensure format or structure of the correspondence is according to company's practice. • Browse website as per desire. • Download related software as per desire. • Perform required communication via internet with in specified time limits. 	<ul style="list-style-type: none"> • Describe procedure of creating E-mail account • Describe browsing techniques to find appropriate web site • Describe procedure of sending E-mail • Identify internet browsing/search engine 	<p>Total: 6 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 3 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>

				internet	
LU-5 Prioritize job schedule	<ul style="list-style-type: none"> • Interpret production plan as per supervisor's instruction. • Create daily schedule according to priority of production plan. • Comprehend material priorities for hindrance less production, • Develop list of required tools for hindrance less production, • Calculate time required for production • Determine sequence of activities. • Report delays to superior in prescribed manners. 	<ul style="list-style-type: none"> • Apply press room mathematical skills during training. • Apply technical English skills during training. • Identify press room Key Performance Indicators (KPIs). 	Total: 6 Hours Theory: 3 Hours Practical: 3 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid

Module 11: Perform Cutting & Trimming (Level-4)

Objective of the module: After successful completion of this module, the student will be competent to manage substrate handling, Make ready workstation, perform cutting and trimming operation, maintain housekeeping and log book

Duration: 160 Hours **Theory:** 22 Hours **Practical:** 138 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify grain of the substrate Verify Gram per square meter (GSM) of the substrate Prepare paper stacking/jogging 	<ul style="list-style-type: none"> Describe types of substrate 	Total: 10 Hours Theory: 2 Hours Practical: 8 Hours	Computer & multimedia Presentations on related topic Handout on related topic Weighing scale with Cutter	Classroom with multimedia aid Post Press Training Room
LU-2 Make ready workstation for cutting and trimming operation.	<ul style="list-style-type: none"> Fix cutting knife as per instruction. Adjust knife impression as per instruction Verify cutting knife fixing. Fix cutting stick in machine as per OEM. Feed cutting program as per 	<ul style="list-style-type: none"> List the programing parameters Understand the use of measuring instrument (scale, calculator, weight machine) 	Total: 42 Hours Theory: 8 Hours Practical: 44 Hours	Computer & multimedia Presentations on related topic Handout on related topic Spanner set	Classroom with multimedia aid Post Press Training Room

	docket.			Oil can Tommy bar Grease gun Guillotine machine- Programmable	
LU-3 Perform cutting and trimming operation	<ul style="list-style-type: none"> • Make a sample trim/cut for approval from supervisor. • carryout cutting/trimming operation as per instruction 	<ul style="list-style-type: none"> • Describe the standard paper sizes. 	Total: 90 Hours Theory: 8 Hours Practical: 82 Hours	Computer & multimedia Presentations on related topic Handout on related topic Guillotine machine- Programmable	Classroom with multimedia aid Post Press Training Room
LU-4 Perform post production activity	<ul style="list-style-type: none"> • Stack the finished items on pallets as per instruction. • Store the segregated trimmed waste at the designated bin. • Clear the workstation. 	<ul style="list-style-type: none"> • Describe the importance of maintaining/cleaning of work station 	Total: 10 Hours Theory:	Computer & multimedia Presentations on related topic Handout on	Classroom with multimedia aid Post Press Training

			2 Hours	related topic	Room
			Practical: 8 Hours	Cleaning brush	
LU-5 Maintain log book.	<ul style="list-style-type: none"> Record the final count along with the wastages Record the down time. 	<ul style="list-style-type: none"> Importance of record keeping 	Total: 8 Hours	Computer & multimedia	Classroom with multimedia aid
			Theory: 2 Hours	Presentations on related topic	Post Press Training Room
			Practical: 6 Hours	Handout on related topic	
				Log book	

Module 12: Perform Hot foil stamping

Objective of the module: After successful completion of this module, the student will be competent to manage substrate handling, perform hot foil stamping, perform post production activities, and maintain log book

Duration: 160 Hours **Theory:** 32 Hours **Practical:** 128 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify side-lay & front-lay of the printed substrate Perform Substrate Stacking as per instruction. Verify the thickness and GSM value of the substrate. Verify the foil color, type and size as per docket. 	<ul style="list-style-type: none"> Identify side lay and front lay Describe the purpose of fanning 	Total: 14 Hours Theory: 4 Hours Practical: 10 Hours	Computer & multimedia Presentations on related topic Handout on related topic Micrometer Weighing scale with cutter	Classroom with multimedia aid Post Press Training Room
LU-2 Make ready workstation for hot foiling	<ul style="list-style-type: none"> Set the Hot foil Block on to the honeycomb chase. Adjust the feeder according to the job Perform Substrate Stacking in 	<ul style="list-style-type: none"> Describe make ready of a Hot Foil job. Describe the procedure of mounting of block on honeycomb chase. 	Total: 30 Hours Theory: 10 Hours	Computer & multimedia Presentations on related topic Handout on	Classroom with multimedia aid Post Press Training

	<p>to the feeder</p> <ul style="list-style-type: none"> • Adjust the head-lay & the side-lay • Mount the honeycomb chase on to the machine • Fix the Counter hot foil block / Hot foil impression plate on the impression plate. • Adjust the registration and impression as per job requirement • Calculate hot foil pull and adjust the foiling unit. • Perform test run 	<ul style="list-style-type: none"> • Describe the importance of block thickness and height. 	<p>Practical: 20 Hours</p>	<p>related topic</p> <p>Allen key set</p> <p>Spanner set</p> <p>Scissor</p> <p>Grease</p> <p>Hot foil machine-semi auto</p> <p>Hot foil block</p> <p>Hot foil</p>	<p>Room</p>
<p>LU-3 Perform Hot Foil operation</p>	<ul style="list-style-type: none"> • Get approval from the supervisor • Carry out Hot Foil operation as per instruction • Check & maintain the quality of Hot Foil 	<ul style="list-style-type: none"> • State Safety precautions of the Hot Foil machine • Describe how to calculate the hot foil pull after each impression. 	<p>Total: 98 Hours</p> <p>Theory: 14 Hours</p> <p>Practical: 84 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Hot foil machine-semi auto</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

<p>LU-4</p> <p>Perform post production activity</p>	<ul style="list-style-type: none"> Remove the foil block and Impression plate from the machine as per instruction Remove the pile form feeder and delivery. Clean the machine & workplace 	<ul style="list-style-type: none"> Describe the importance of maintaining/cleaning of work station. 	<p>Total: 10 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 8 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Scraper</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-5</p> <p>Maintain log Book</p>	<ul style="list-style-type: none"> Record the final counter along-with the wastages Record downtime during die cutting operation 	<p>Importance of record keeping</p>	<p>Total: 8 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 6 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Log book</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

Module 13: Carry out envelop making

Objective of the module: After successful completion of this module, the student will be competent to manage substrate handling, perform envelop making operation, maintain housekeeping and log book

Duration: 100 Hours **Theory:** 20 Hours **Practical:** 80 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform Substrate handling	<ul style="list-style-type: none"> Verify substrate as per docket. Perform stacking of envelop as per instruction. 	<ul style="list-style-type: none"> Define Importance of the substrate stacking. 	Total: 10 Hours Theory: 2 Hours Practical: 8 Hours	Computer & multimedia Presentations on related topic Handout on related topic Measuring scale	Classroom with multimedia aid Post Press Training Room
LU-2 Make ready workstation for envelop making operation	<ul style="list-style-type: none"> Prepare work station as per instruction. Prepare glue viscosity as per envelope substrate. Prepare glue viscosity as per window film. Perform crease folding as per 	<ul style="list-style-type: none"> Describe the types of envelop. 	Total: 20 Hours Theory: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic	Classroom with multimedia aid Post Press Training Room

	<p>instruction.</p> <ul style="list-style-type: none"> • Paste window film before envelop pasting. • Apply glue on pasting flap of substrate as per instruction • Perform test run 		<p>Practical: 14 Hours</p>	<p>Glue pot Viscosity cup Paint brush Sponge Gloves Bone folder (Folder stick)</p>	
<p>LU-3 Perform envelop making operation</p>	<ul style="list-style-type: none"> • Get approval from the supervisor. • Carry out envelop making operation as per instruction • Check & maintain the quality of envelop making operation. 	<ul style="list-style-type: none"> • Understand the importance of glue viscosity. 	<p>Total: 52 Hours</p> <p>Theory: 8 Hours</p> <p>Practical: 44 Hours</p>	<p>Computer & multimedia Presentations on related topic Handout on related topic Paint brush Bone folder (Folder stick)</p>	<p>Classroom with multimedia aid Post Press Training Room</p>
<p>LU-4 Perform post production activity</p>	<ul style="list-style-type: none"> • Remove the waste material as per instruction • Clean the work station as per instruction 	<ul style="list-style-type: none"> • Describe the importance of maintaining/cleaning of work station 	<p>Total: 10 Hours</p>	<p>Computer & multimedia Presentations on</p>	<p>Classroom with multimedia aid</p>

			Theory: 2 Hours	related topic Handout on related topic	Post Press Training Room
			Practical: 8 Hours	Cleaning brush	
LU-5 Maintain log Book	<ul style="list-style-type: none"> Record the final counter along-with the wastages Record downtime during folding machine operation 	<ul style="list-style-type: none"> Importance of record keeping 	Total: 8 Hours	Computer & multimedia Presentations on related topic Handout on related topic Log book	Classroom with multimedia aid Post Press Training Room
			Theory: 2 Hours		
			Practical: 6 Hours		

Module 14: Solve problems at work place

Objective of the module: After successful completion of this module, the student will be competent to apply the process of problem solving for problems beyond those associated directly with the process unit

Duration: 50 Hours **Theory:** 25 Hours **Practical:** 25 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Analyze the problem	<ul style="list-style-type: none"> Evaluate issues/concerns based on data gathered. Identify possible causes of problem within the area of responsibility as based on experience Use problem solving tools/analytical techniques. Develop possible cause statements based on findings. Use analogies to support reasoning. Identify cause and effects based on the criteria or information provided to support reasoning 	<ul style="list-style-type: none"> Explain Analytical skills and broad knowledge of diagnostic tools Explain broad knowledge of the client business domain Elaborate broad understanding of organizational systems and functions 	Total: 10 Hours Theory: 5 Hours Practical: 5 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid

<p>LU-2. Identify possible Solutions</p>	<ul style="list-style-type: none"> • Consider all possible options for solution of the problem in accordance with safety and operating procedures. • Determine strengths and weaknesses of possible options • Take corrective action to solve the problem • Determine its possible future causes. • Analyze past experience • Provide samples to support generalization. Implement simulations as needed 	<ul style="list-style-type: none"> • Outline communication skills according to the type of audience • Describe the ways to develop critical thinking 	<p>Total: 10 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 5 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>
<p>LU-3. Recommend solution to higher management</p>	<ul style="list-style-type: none"> • Prepare report or documentation • Present recommendations to appropriate personnel. Follow up recommendations 	<ul style="list-style-type: none"> • Explain methods and techniques for decision making within a limited range of options • Describe general customer service skills • Explain the methods of questioning 	<p>Total: 10 Hours</p> <p>Theory: 5 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on</p>	<p>Classroom with multimedia aid</p>

		and active listening employed to clarify general information	Practical: 5 Hours	related topic Flip Chart Pen Pencil Paper Note book	
LU-4. Implement solution	<ul style="list-style-type: none"> Identify measurable objectives Identify resource needs Prepare timelines in accordance with plan 	<ul style="list-style-type: none"> Elaborate problem solving tools: <ul style="list-style-type: none"> Cause/effect Pare to Multi criteria matrix etc. 	Total: 10 Hours Theory: 5 Hours Practical: 5 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid
LU-5. Evaluate/monitor	<ul style="list-style-type: none"> Identify processes and improvements based on 	<ul style="list-style-type: none"> Explain the ways to improve teamwork in reference to personal 	Total:	Computer &	Classroom with

<p>results and outcome</p>	<p>evaluative assessment of problem.</p> <ul style="list-style-type: none"> • Prepare recommendations and submit to superiors 	<p>responsibility</p> <ul style="list-style-type: none"> • Explain the ways time management and planning 	<p>10 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 5 Hours</p>	<p>multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>multimedia aid</p>
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Module 15: Develop communication skills

Objective of the module: After successful completion of this module, the student will be competent to perform communication. Also deals with listening practice, adopting questioning technique to lead actual issues in the system, demonstrating telephonic ethics and moral techniques to deal with people related to the work

Duration: 30 Hours **Theory:** 15 Hours **Practical:** 15 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Make telephone calls	<ul style="list-style-type: none"> Determine communication styles Investigate issue /problem through relevant questions Demonstrate courteous behavior while listen to the people Perform phone conversation applying time Management concisely 	<ul style="list-style-type: none"> Concentrate on commands/speeches Record information about enquiry or complaint as per company's practice Identify factors required to communicate effectively and precisely within same organization Enlist elements required to deal with vendors and the other organizations. 	Total: 8 Hours Theory: 4 Hours Practical: 4 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Telephone set	Classroom with multimedia aid
LU-2 Instruct labors	<ul style="list-style-type: none"> Display body language while communicating to a customer to show attention 	<ul style="list-style-type: none"> Describe methods to overcome the sentiment. Opt language which labor could 	Total: 8 Hours	Computer & multimedia	Classroom with multimedia aid

	<ul style="list-style-type: none"> • Communicate within department as per SOPs. • Opt language for commanding 	understand elegantly	Theory: 4 Hours Practical: 4 Hours	Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper	
LU-3 Communicate with supervisor	<ul style="list-style-type: none"> • Develop a strategy for using communication skills • Convey ideas to the supervisor precisely • Report safety hazards to supervisor urgently • Maintain good working relation with supervisor 	<ul style="list-style-type: none"> • Adapt strategy to produce the quality of outcomes required • Describe importance of accurate communication 	Total: 8 Hours Theory: 3 Hours Practical: 5 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper	Classroom with multimedia aid
LU-4	<ul style="list-style-type: none"> • Communication with other 	<ul style="list-style-type: none"> • Write work reports 	Total:	Computer &	Classroom with

<p>Maintain relations with people</p>	<p>departments.</p> <ul style="list-style-type: none"> • Communicate effectively with colleagues, peers, the community, other related personnel to exchange information. • Interact with other professionals through effective teamwork. • Enlist names and address of printing press related people and organization. 	<ul style="list-style-type: none"> • Fill indent form • Maintain work history • Give advantages of maintaining good occupational relations with printing industry people 	<p>6 Hours</p> <p>Theory: 4 Hours</p> <p>Practical: 2 Hours</p>	<p>multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>multimedia aid</p>
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Module 16: Perform Quality inspection (Level-5)

Objective of the module: After successful completion of this module, the student will be competent to carryout physical inspection, environmental test and maintain test records

Duration: 250 Hours **Theory:** 55 Hours **Practical:** 195 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Carryout Printing Inspection	<ul style="list-style-type: none"> Check first final printed sheet for approval. Verify printed sheet registration. Verify side-lay and front-lay. Verify folding marks. Verify Color variation. Verify content on printed sheet. Verify grain direction. Verify GSM (Gram per Square Meter) / thickness of the substrate. 	<ul style="list-style-type: none"> Define knowledge of substrate. Understand the purpose of quality control Define importance of grain. 	Total: 60 Hours Theory: 20 Hours Practical: 40 Hours	Computer & multimedia Presentations on related topic Handout on related topic Micrometer Measuring scale Vernier caliper Weighing scale Spectro-densitometer	Classroom with multimedia aid Post Press Training Room
	<ul style="list-style-type: none"> Check form series. Check page sequence. 	<ul style="list-style-type: none"> Understand the use of measuring instrument 	Total: 80 Hours	Computer & multimedia	Classroom with multimedia aid

<p>LU-2</p> <p>Carryout Publishing Inspection</p>	<ul style="list-style-type: none"> • Check folding as per mark. • Check gathering sequence. • Check saddle stitch / thread swing. • Verify Hot glue binding. • Verify title creasing • Verify Title lamination. • Verify Book trimming. 		<p>Theory: 15 Hours</p> <p>Practical: 65 Hours</p>	<p>Presentations on related topic</p> <p>Handout on related topic</p>	<p>Post Press Training Room</p>
<p>LU-3</p> <p>Carryout Packaging Inspection</p>	<ul style="list-style-type: none"> • Verify die cutting pressure of substrate. • Verify cutting and embossing registration / position. • Verify embossing impression. • Verify Box alignment. • Verify perforation and creasing impression. • Verify lock alignment. • Verify lamination / coating. • Verify Pasting strength. • Verify folded crease quality. • Verify glue viscosity. • Verify cutting test of skillet/unit box. 	<ul style="list-style-type: none"> • Describe types of glue. • Define binding material. 	<p>Total: 80 Hours</p> <p>Theory: 15 Hours</p> <p>Practical: 65 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Magnifying glass</p> <p>Paper/board moisture meter</p> <p>Humidity meter</p> <p>Creasing Matrix chart</p> <p>Din/viscosity cup</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

	<ul style="list-style-type: none"> • Verify grain direction as per approved sample. • Verify perforation test (tear test/light passing method) as per instruction • Verify foiling impression as per approved sample. • Verify board moisture value. 				
LU-4 Maintain Test record	<ul style="list-style-type: none"> • Record Physical Publishing Inspection test results • Record Physical Packaging Inspection test results 	<ul style="list-style-type: none"> • How to fill quality check list 	Total: 30 Hours Theory: 5 Hours Practical: 25 Hours	Computer & multimedia Presentations on related topic Handout on related topic Log book	Classroom with multimedia aid Post Press Training Room

Module 17: Develop Entrepreneur skills

Objective of the module: After successful completion of this module, the student will be competent to develop business plan, collect information regarding funding sources, develop market plan and keep motivate team

Duration: 50 Hours **Theory:** 20 Hours **Practical:** 30 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Institute/Develop a business plan	<ul style="list-style-type: none"> • Conduct a market survey to collect following information <ul style="list-style-type: none"> ○ Customer /demand ○ Tools, equipment, machinery and furniture with rates ○ Raw material ○ Supplier ○ Credit / funding sources ○ Marketing strategy ○ Market trends ○ Overall expenses ○ Profit margin • Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses • Compile the information 	<ul style="list-style-type: none"> • Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning • Describe 7Cs of business communication • Define different modes of communication and their application in the industry. • Enlist specific business terms used in the industry • Introduction of basic accounting (income statement, balance sheet, profit margin calculation, costing) 	Total: 20 Hours Theory: 6 Hours Practical: 14 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid Post Press Training Room

	collected through the market survey, in the business plan format				
LU-2. Collect information regarding funding sources	<ul style="list-style-type: none"> Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate Choose the best available option according to investment requirement Prepare documents according to the loan agreement requirement Include the information of funding sources in the business plan 	<ul style="list-style-type: none"> Enlist the available funding sources Explain how to get loan to start a new business 	Total: 10 Hours Theory: 6 Hours Practical: 4 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid Post Press Training Room
LU-3. Develop a marketing plan	<ul style="list-style-type: none"> Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning 	<ul style="list-style-type: none"> Explain market survey and its tools e.g. questionnaire, interview, observation Describe the market trends for specific product offering. 	Total: 10 Hours Theory:	Computer & multimedia Presentations on related topic Handout on	Classroom with multimedia aid Post Press Training

	<ul style="list-style-type: none"> • Include the information of marketing plan in the business plan 		4 Hours Practical: 6 Hours	related topic Flip Chart Pen Pencil Paper Note book	Room
LU-4. Motivate Team	<ul style="list-style-type: none"> • Develop positive and constructive relationships with and between team members • Facilitate team communication processes • Involve team members in the following processes, to ensure acceptance and support. <ul style="list-style-type: none"> ○ Examining risks and options ○ Making decisions • Promote coordinated efforts • Determine strengths and weaknesses of team members • Recognize team members' queries and deal with it. 	<ul style="list-style-type: none"> • Elaborate motivation theory. • Explain Ground rules for team work. • Understand the importance of motivation. • Describe the role of leadership. • Importance of team meetings. 	Total: 10 Hours Theory: 4 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid Post Press Training Room

Module 18: Managing a team

Objective of the module: After successful completion of this module, the student will be competent to lead small teams including setting and maintaining team and individual performance standards

Duration: 50 Hours **Theory:** 20 Hours **Practical:** 30 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Facilitate team Development	<ul style="list-style-type: none"> • Identify work requirements, standards and purpose of team members. • Assist team to develop <ul style="list-style-type: none"> ○ Objectives ○ Targets ○ Key performance indicators • Allocate duties as per individual skills • Identify roles, responsibilities and expectations of each team member • Discuss performance expectations to individual team members. 	<ul style="list-style-type: none"> • Explain management styles • Describe methods of monitoring performance • Outline the relevant legal requirements • State workplace policies and procedures 	<p>Total: 20 Hours</p> <p>Theory: 10 Hours</p> <p>Practical: 10 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Classroom with multimedia aid

<p>LU-2. Motivate Team</p>	<ul style="list-style-type: none"> • Develop positive and constructive relationships with and between team members • Facilitate team communication processes • Involve team members in the following processes, to ensure acceptance and support. <ul style="list-style-type: none"> ○ examining risks and options ○ making decisions • Promote coordinated efforts • Determine strengths and weaknesses of team members • Recognize team members' queries and deal with it. 	<ul style="list-style-type: none"> • Describe communication skills 	<p>Total: 15 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 10 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>
<p>LU-3. Monitor team effectiveness</p>	<ul style="list-style-type: none"> • Monitor the implementation of work plan according to workplace policies and procedures. • Monitor performance against defined performance criteria 	<ul style="list-style-type: none"> • Outline strategies for dealing effectively with team member complaints or grievances and • Explain team dynamics and facilitation processes • Explain conflict resolution 	<p>Total: 15 Hours</p> <p>Theory: 5 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none"> • Support team in identifying and resolving problems • Consult team members in any review and revision of team objectives and goals. • Address performance issues which cannot be rectified within the team to appropriate personnel according to employer policy. • Address concerns of team members • Keep team members informed about <ul style="list-style-type: none"> ○ Changes in prioritized assignments ○ Policies • Monitor team operations • Provide follow-up communication on all issues affecting the team • Conduct team meetings to review 	<p>techniques</p>	<p>Practical: 10 Hours</p>	<p>related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
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	<p>work operations</p> <ul style="list-style-type: none">• Support team in identification and resolution of problems• Consult team members in objectives/ goals review				
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Module 19: Plan business activities

Objective of the module: After successful completion of this module, the student will be competent to a small independent operation or to a section of a large organization

Duration: 50 Hours **Theory:** 30 Hours **Practical:** 20 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Plan work activities	<ul style="list-style-type: none"> • Determine work objectives in line with organizational goals within set time frames. • Establish work activity priorities and deadlines in consultation with others • Identify team roles and responsibilities • Assess resource implications of the work activities 	<ul style="list-style-type: none"> • Describe the following <ul style="list-style-type: none"> ○ Organizing ○ Planning ○ Presentation skills ○ Team work and consultation strategies 	Total: 10 Hours Theory: 6 Hours Practical: 4 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid
LU-2. Schedule work activities	<ul style="list-style-type: none"> • Schedule work tasks • Coordinate schedule of work activities with personnel 	<ul style="list-style-type: none"> • Outline the organization's strategic plan, policies rules and regulations, laws and objectives 	Total: 10 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

	concerned	for work unit activities and priorities	Theory: 6 Hours Practical: 4 Hours	related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	
LU-3. Implement work activities	<ul style="list-style-type: none"> Identify work methods and practices in consultation with personnel concerned. Implement work plans in accordance with set time frames, resources and standards. Conduct work within established workplace policies and the business goals of the workplace. 	<ul style="list-style-type: none"> Explain Communication skills: <ul style="list-style-type: none"> sharing information, listening and understanding, negotiation, facilitation and team collaboration 	Total: 10 Hours Theory: 6 Hours Practical: 4 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid

<p>LU-4.</p> <p>Monitor work activities</p>	<ul style="list-style-type: none"> • Monitor work activities and compare with set objectives. • Monitor work performance • Report and coordinate deviations from work activities with appropriate personnel and in accordance with set standards. • Compile reporting requirements with in accordance with recommended format. • Maintain files in accordance with standard operating procedures. 	<ul style="list-style-type: none"> • Explain the ways of conducting team meetings • Explain team dynamics and facilitation processes 	<p>Total: 10 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>
<p>LU-5.</p> <p>Review and evaluate work plans and activities</p>	<ul style="list-style-type: none"> • Review work plans, strategies and implementation based on accurate, relevant and current information. • Base the review on comprehensive consultation with appropriate personnel on outcomes of work plans and reliable feedback. 	<ul style="list-style-type: none"> • List down motivation skills • Outline organizations policies, strategic plans, guidelines related to the role of the work unit 	<p>Total: 10 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 4 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none"> • Get the feedback to identify and develop ways to improve competence within available opportunities. • Provide results of review to concerned parties and formed as the basis for adjustments/simplifications to be made to policies, processes and activities. • Conduct performance appraisal in accordance with organization rules and regulations. • Prepare performance appraisal report and document it regularly as per organization requirements. • Prepare recommendations and present to appropriate personnel/authorities. • Implement feedback mechanisms in line with organization policies 			Pencil Paper Note book	
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Module 20: Address Basic Customer needs

Objective of the module: After successful completion of this module, the student will be competent to apply organizational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations

Duration: 50 Hours **Theory:** 24 Hours **Practical:** 26 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Assist customer to articulate needs	<ul style="list-style-type: none"> Ensure customer needs are fully explored, understood and agreed Explain and match available services and products to customer needs Identify and communicate rights and responsibilities of customers to the customer as appropriate 	<ul style="list-style-type: none"> Explain organizational procedures and standards for establishing and maintaining customer service relationships 	Total: 12 Hours Theory: 6 Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid
LU-2. Satisfy Customer	<ul style="list-style-type: none"> Explain possibilities for meeting customer needs 	<ul style="list-style-type: none"> Describe informed consent. Describe ways to establish effective regular communication 	Total: 12 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

needs	<ul style="list-style-type: none"> • Assist customers to evaluate service and/or product options to satisfy their needs • Determine and prioritize preferred actions • Identify potential areas of difficulty in customer service delivery • Take appropriate actions in a positive manner 	with customers	<p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<p>related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
LU-3. Manage networks to ensure customer needs are addressed	<ul style="list-style-type: none"> • Establish effective regular communication with customers • Obtain customer feedback about the products/services rendered • Ensure referrals are based on the matching of the assessment of customer needs and availability of products and services • Maintain records of customer 	<ul style="list-style-type: none"> • Explain consumer rights and responsibilities 	<p>Total: 12 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p>	Classroom with multimedia aid

	interaction in accordance with organizational procedures			Note book	
LU-4. Convert customer enquiries into sales	<ul style="list-style-type: none"> • use information accessed from the customer relationship management (CRM) system to identify any needs • identify suitable products/services to meet needs • make convincing sales pitches to customers following standard scripts • handle customer queries, objections and rebuttals following standard scripts • adapt approach according to the customer preferences • Report issues to concerned authorities • Obtain customer's financial information as per organization 	<ul style="list-style-type: none"> • outline details of products or services including with reference to: <ul style="list-style-type: none"> ○ Possible alternative products and services ○ Variations within a limited product and service range. 	<p>Total: 14 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 8 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Classroom with multimedia aid

	<p>policy</p> <ul style="list-style-type: none">• Complete post-sales procedures to complete sales• Comply with relevant policies, when converting customer enquiries into sales				
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Module 21: Manage Human Resources

Objective of the module: After successful completion of this module, the student will be competent to establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team. It applies to individuals who are project practitioners working in a project support role

Duration: 50 Hours **Theory:** 25 Hours **Practical:** 25 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Determine human resource requirements	<ul style="list-style-type: none"> Analyze work breakdown structure to determine human resource requirements Prepare a skills analysis of project personnel against project task requirements Assist in assigning responsibilities for achieving project deliverables 	<ul style="list-style-type: none"> Identify alternative project personnel engagement options 	<p>Total: 12 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Classroom with multimedia aid
LU-2. Establish	<ul style="list-style-type: none"> Actively seek views and opinions of team members 	<ul style="list-style-type: none"> Explain job design principles and work breakdown structures Describe learning and 	<p>Total: 12 Hours</p>	<p>Computer & multimedia</p>	Classroom with multimedia aid

productive team relationships	<p>during task planning and implementation</p> <ul style="list-style-type: none"> Promote cooperation and effective activities, goals and relationships within team Communicate with others using styles and methods appropriate to organizational standards, group expectations and desired outcomes Communicate information and ideas to others in a logical, concise and understandable manner Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development 	development approaches that can be incorporated into project life cycle	<p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
LU-3. Monitor Human Resource	<ul style="list-style-type: none"> Monitor work of project personnel as per assignment 	<ul style="list-style-type: none"> List methods for skills analysis 	<p>Total: 12 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on</p>	<p>Classroom with multimedia aid</p>

<p>Management</p>	<ul style="list-style-type: none"> • Review skill levels against allocated tasks • : Recommend solutions, where required • Advise others within delegated authority when assigned responsibilities are not met by project personnel • Undertake work in a multi-disciplinary environment according to established human resource management practices • Resolve conflict within delegated authority according to agreed dispute-resolution processes • Assist in offering human resource development opportunities to individuals with skill gaps 		<p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<p>related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
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<p>LU-4. Contribute to evaluate human resource practices</p>	<ul style="list-style-type: none"> • Contribute to assessing effectiveness of project human resources management • Document lessons learned to support continuous improvement processes 	<ul style="list-style-type: none"> • Identify and describe project roles, responsibilities and reporting requirements for human resources. 	<p>Total: 14 Hours</p> <p>Theory: 7 Hours</p> <p>Practical: 7 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>
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Module 22: Manage Personal Finance

Objective of the module: After successful completion of this module, the student will be competent to develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively

Duration: 50 Hours **Theory:** 24 Hours **Practical:** 26 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Develop a personal budget	<ul style="list-style-type: none"> Calculate current living expenses using available information to prepare a personal budget. Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses. Subtract total expenses from total income to determine a surplus or deficit budget for the specified period. Find reasons for a deficit budget and ways to reduce expenditure identified. Identify ways to increase income 	<ul style="list-style-type: none"> Explain the abilities to plan and organize to keep records and monitor a personal budget Describe abilities to set and review goals 	<p>Total: 16 Hours</p> <p>Theory: 8 Hours</p> <p>Practical: 8 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Classroom with multimedia aid

<p>LU-2.</p> <p>Develop long term personal budget</p>	<ul style="list-style-type: none"> Analyze income and expenditure and set long term personal financial goals. Develop a long-term budget based on the outcomes of short-term budgeting. Identify obstacles that might affect the business Formulate a regular savings plan based on budget 	<ul style="list-style-type: none"> Explain basic financial management and record keeping to enable development and management of a personal budget Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances 	<p>Total: 16 Hours</p> <p>Theory: 8 Hours</p> <p>Practical: 8 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>
<p>LU-3.</p> <p>Identify ways to maximize future finances</p>	<ul style="list-style-type: none"> Determine sources to maximize personal income, Get further education or training to maintain or improve future income. Identify the need for debt to finance living and other expenses, Determine the appropriate levels 	<ul style="list-style-type: none"> Outline numeracy skills to compare income and expenditure 	<p>Total: 18 Hours</p> <p>Theory: 8 Hours</p> <p>Practical: 10 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p>	<p>Classroom with multimedia aid</p>

	<p>of debt and repayment.</p> <ul style="list-style-type: none">• Consolidate existing debt, where possible, to minimize interest costs and fees. <p>Seek professional money management services.</p>			<p>Pencil</p> <p>Paper</p> <p>Note book</p>	
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Module 23: Solve Problems pertaining to health and safety

Objective of the module: After successful completion of this module, the student will be competent to concerned with complex negotiation in critical incidents and the development of strategic responses designed to resolve threatening incidents

Duration: 50 Hours **Theory:** 25 Hours **Practical:** 25 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Identify a problem	<ul style="list-style-type: none"> • Probe the problem to find the root cause. • Follow logic steps in understanding root cause • Analyze potential solutions. • Take initiative which help to solve problems 	<ul style="list-style-type: none"> • Explain organization’s policies, guidelines and procedures related to control and surveillance, safety and preventing and responding to incidents and breaches of orders covered in the range of variables 	Total: 10 Hours Theory: 5 Hours Practical: 5 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid Post Press Training Room
LU-2. Determine strategies for a required solution	<ul style="list-style-type: none"> • Analyze all aspects of the incident for degree of <ul style="list-style-type: none"> ○ Hazard, 	<ul style="list-style-type: none"> • Describe teamwork principles and strategies 	Total: 10 Hours	Computer & multimedia Presentations on	Classroom with multimedia aid

	<ul style="list-style-type: none"> ○ Priorities, ○ Optional outcomes ○ Appropriate strategies ● Find strategies for the needed solution of the incident ● Identify priorities on the incident sought from a range of sources ● Asses objectives with available resources ● Assess priorities with available resources ● Apply a range of communication techniques to maintain contact with the key people ● Assess the interests of key people with the help of factual information ● Resolve the conflict 		<p>Theory: 5 Hours</p> <p>Practical: 5 Hours</p>	<p>related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Post Press Training Room</p>
<p>LU3. Coordinate support services</p>	<ul style="list-style-type: none"> ● Assess the need for support services in terms of the 	<ul style="list-style-type: none"> ▪ Explain organization's management and accountability systems 	<p>Total: 10 Hours</p>	<p>Computer & multimedia</p>	<p>Classroom with multimedia aid</p>

	<p>determined strategies and priorities</p> <ul style="list-style-type: none"> • Negotiate the resources of support services according to established procedures • Assign responsibilities according to expertise 		<p>Theory: 5 Hours</p> <p>Practical: 5 Hours</p>	<p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
<p>LU-4. Restore order</p>	<ul style="list-style-type: none"> • Observe that the situation after the incident solution is normalized • Take proactive action to avoid the incident to the possible extent • Communicate accurate reports of the incident and its correction to the authorities • Review the incident 	<ul style="list-style-type: none"> • Outline the principles of effective communication 	<p>Total: 10 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 5 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none"> • evaluate the incident • Evaluate the organizational response <p>Report it accurately on time.</p>			Note book	
<p>LU-5.</p> <p>Provide leadership.</p> <p>direction to the work group</p>	<ul style="list-style-type: none"> • Link group functions with organizational goals • Participate in decision making routinely to: <ul style="list-style-type: none"> ○ Develop the work of the group ○ Allocate responsibilities where appropriate ○ Review the work as needed • Give opportunities to the work group for encouragement • Give opportunities to ensure innovative practices in the work group • Identify conflict • Resolve with minimum disruption to work group function 	<ul style="list-style-type: none"> ▪ Outline the guidelines for use of equipment and technology ▪ Explain code of conduct 	<p>Total:</p> <p>10 Hours</p> <p>Theory:</p> <p>5 Hours</p> <p>Practical:</p> <p>5 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none">• Empower the work group where necessary• Supervise appropriately to know:<ul style="list-style-type: none">○ The changing priorities○ Individual need Requirement of the tasks				
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Module 24: Develop Business Plan

Objective of the module: After successful completion of this module, the student will be competent to develop a plan for a post press project, including assessing project requirements and planning for all stages to completion and final documentation. It applies to individuals who are likely to have responsibility for the provision of installations, maintenance, upgrades and new services

Duration: 50 Hours **Theory:** 24 Hours **Practical:** 26 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Prepare project management plan	<ul style="list-style-type: none"> • Evaluate project brief and related documents • Produce document on project tasks and associated timelines, including <ul style="list-style-type: none"> ○ Installation processes ○ Test requirements • Assess resource requirements • Produce document on resource requirements to assist allocation of appropriate resources • Produce training plan assessing training needs and associated timelines for efficient project 	<ul style="list-style-type: none"> • Explain the key attributes of common telecommunications applications and related equipment • Identify and evaluate the connections to carrier infrastructure or equipment • Identify current legislation relating to the design of installation of telecommunications equipment and connection to carrier services 	<p>Total: 12 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Classroom with multimedia aid

	<p>implementation</p> <ul style="list-style-type: none"> • Determine budgetary requirements • Discuss roles of all identified parties associated with project to ensure their involvement • Produce project verification document, including <ul style="list-style-type: none"> ○ Monitoring ○ Control processes • Review processes such as quality audits • Consult with all relevant parties prior to finalizing draft Plan • Make changes as appropriate 				
<p>LU-2. Develop and evaluate management plan</p>	<ul style="list-style-type: none"> • Produce preliminary plan for consultation • Identify factors that may impact on project as per standards • Consult with client to clarify any amendments 	<ul style="list-style-type: none"> • Outline work health and safety (whs) issues that need to be built into a plan, with consideration of: <ul style="list-style-type: none"> ○ Electrical safety ○ Materials handling ○ Physical hazards ○ Confined spaces 	<p>Total: 12 Hours</p> <p>Theory: 6 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p>	<p>Classroom with multimedia aid</p>

	<ul style="list-style-type: none"> Develop final plan with recommendations 	<ul style="list-style-type: none"> ○ Heights ○ Lifting 	<p>Practical: 6 Hours</p>	<ul style="list-style-type: none"> Flip Chart Pen Pencil Paper Note book 	
<p>LU-3. Communicate project information</p>	<ul style="list-style-type: none"> Produce and document final plan to include implementation details and training needs Present plan to client and obtain sign off 	<ul style="list-style-type: none"> Evaluate the advantages of leasing and purchase options to assist in delivering cost effective solutions Identify and evaluate network and transmission equipment Outline network topologies, and interface and interconnect solutions Describe and evaluate the power requirements and electrical safety aspects of the installation plan 	<p>Total: 12 Hours</p> <p>Theory: 6 Hours</p> <p>Practical: 6 Hours</p>	<ul style="list-style-type: none"> Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book 	<p>Classroom with multimedia aid</p>
<p>LU-4. Contribute to assessing effectiveness of</p>	<ul style="list-style-type: none"> Assist in ongoing review of project outcomes to determine 	<ul style="list-style-type: none"> Describe typical performance parameters and typical faults that may be encountered in client 	<p>Total: 14 Hours</p>	<ul style="list-style-type: none"> Computer & multimedia Presentations on 	<p>Classroom with multimedia aid</p>

communication	<p>effectiveness of communications-management activities</p> <ul style="list-style-type: none"> • Report communications-management issues and responses to higher project authorities 	<p>equipment and related connection and transmission media</p> <ul style="list-style-type: none"> • Identify various test equipment types suitable for tests to be made • Identify warranty information for equipment supplies and contractor work guarantees. 	<p>Theory: 6 Hours</p> <p>Practical: 8 Hours</p>	<p>related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
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Module 25: Apply Information and Communication Skills

Objective of the module: After successful completion of this module, the student will be competent to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications. It applies to individuals who are project practitioners working in a project support role.

Duration: 50 Hours **Theory:** 24 Hours **Practical:** 26 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1. Contribute to communications planning	<ul style="list-style-type: none"> Contribute in gathering relevant information requirements to start project documentation Contribute to developing and implementing the project <ul style="list-style-type: none"> Communications plan Communications networks 	<ul style="list-style-type: none"> Summarize models and methods of communications management in context of project life cycle and other project management functions 	Total: 12 Hours 6 Theory: Hours Practical: 6 Hours	Computer & multimedia Presentations on related topic Handout on related topic Flip Chart Pen Pencil Paper Note book	Classroom with multimedia aid
LU-2. Conduct	<ul style="list-style-type: none"> Act on project information according to agreed procedures 	<ul style="list-style-type: none"> Explain importance of managing risk by treating information securely 	Total: 12 Hours	Computer & multimedia	Classroom with multimedia aid

<p>information-management activities</p>	<p>as directed, to aid decision-making processes throughout project life cycle</p> <ul style="list-style-type: none"> • Maintain information to ensure data is secure and auditable 		<p>6 Theory: Hours</p> <p>Practical: 6 Hours</p>	<p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
<p>LU-3. Communicate project information</p>	<ul style="list-style-type: none"> • Communicate with clients and other stakeholders during project using agreed networks, to ensure flow of necessary information • Ensure reports are prepared and released according to authorization • Seek information and advice from appropriate project authorities as required 	<ul style="list-style-type: none"> • Identify organizational policies and procedures relevant to this role in a specific context. 	<p>Total: 12 Hours</p> <p>6 Theory: Hours</p> <p>Practical: 6 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p>	<p>Classroom with multimedia aid</p>

				Note book	
LU-4. Contribute to assessing effectiveness of communication	<ul style="list-style-type: none"> Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities Report communications-management issues and responses to higher project authorities 	<ul style="list-style-type: none"> Outline methods of reviewing outcomes 	<p>Total: 14 Hours</p> <p>6 Theory: Hours</p> <p>Practical: 8 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	Classroom with multimedia aid

Module 26: Perform Color Management

Objective of the module: After successful completion of this module, the student will be competent to perform color management by controlling LAB values & their matching procedure, controlling ink density in printing machine and controlling drying parameter of printed jobs. Color processing, LAB Value maintenance during printing process inks management, process of ink filling CPC Processing.

Duration: 100 Hours **Theory:** 20 Hours **Practical:** 80 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Check L*a*b* and density values	<ul style="list-style-type: none"> Match color L*a*b* values with given reference as per docket/job card. Verify Delta E(ΔE) of colors with in the specified range during production. Verify color density 	<ul style="list-style-type: none"> Define colour management. Enlist process colours. Describe ΔE. Define L*a*b* Values. State procedure of LAB matching. 	Total: 70 Hours Theory: 16 Hours Practical: 54 Hours	Computer & multimedia Presentations on related topic Handout on related topic Spectro photo meter	Classroom with multimedia aid Post Press Training Room
LU-2 Verify drying parameters	<ul style="list-style-type: none"> Verify wet ink on sheets. Check low stacks from the machine as per job. 	<ul style="list-style-type: none"> Define ink density. 	Total: 30 Hours Theory: 4 Hours Practical: 26 Hours	Computer & multimedia Presentations on related topic Handout on related topic Magnifying glass	Classroom with multimedia aid Post Press Training Room

Module 27: Develop Layout & Dummy

Objective of the module: After successful completion of this module, the student will be competent in Post press operations to development of layout and dummy of new job with the minimum wastage

Duration: 100 Hours **Theory:** 20 Hours **Practical:** 80 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Perform manual sizing and layout	<ul style="list-style-type: none"> Verify side-lay & front-lay of the substrate. Verify the color, type and size as per sample. Make sketch of unit box on the large sheet. Verify the thickness and GSM value of the substrate. 	<ul style="list-style-type: none"> State Standard sizes of substrate. Identify side lay and front lay. 	Total: 30 Hours Theory: 5 Hours Practical: 25 Hours	Computer & multimedia Presentations on related topic Handout on related topic Scissor Measuring tape	Classroom with multimedia aid Post Press Training Room
LU-2 Instruct Graphic designer for Art Work	<ul style="list-style-type: none"> Create master art board sheet size. Adjust Ups according to art board. Check the margin of side-lay & 	<ul style="list-style-type: none"> Describe the purpose of layout. Describe the importance of CMYK colour bar. Describe the importance of bleeding area. 	Total: 40 Hours Theory: 10 Hours	Computer & multimedia Presentations on related topic Handout on	Classroom with multimedia aid Post Press Training Room

	<p>front-lay of the substrate.</p> <ul style="list-style-type: none"> • Check the folding / perforation margin of the substrate. • Add bleeding / over lapping for flash cutting. • Verify CMYK color bar on layout. • Check side-lay, cutting and registration marks. • Verify job card and form number on layout. 	<ul style="list-style-type: none"> • Describe the importance of job card number. • Describe the importance registration marks 	<p>Practical: 30 Hours</p>	<p>related topic</p> <p>Set square</p> <p>Paper cut knife</p> <p>Flip Chart</p> <p>Pen</p> <p>Pencil</p> <p>Paper</p> <p>Note book</p>	
<p>LU-3 Develop a Dummy</p>	<ul style="list-style-type: none"> • Make a print out of actual size. • Create a Dummy. • Verify Dummy as per job. • Get approval from client. 	<ul style="list-style-type: none"> • Describe the development process of Dummy. 	<p>Total: 30 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 25 Hours</p>	<p>Computer & multimedia</p> <p>Presentations on related topic</p> <p>Handout on related topic</p> <p>A3- Laser Printer (color)</p>	<p>Classroom with multimedia aid</p> <p>Post Press Training Room</p>

General assessment guidance for *Post Press Operations*

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

Sessional assessment is going on all the time. Its purpose is to provide feedback on what students are learning:

- To the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

Final assessment is the assessment, usually on completion of a course or module, which says whether or not the student has "competent" or "not yet competent". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

Methods of assessment

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of a Post press operations include:

- **Work performances**, for example carry out envelop making.
- **Demonstrations**, for example demonstrating Post Press operations, such as health and safety at work place.
- **Direct questioning**, where the assessor would ask the student what could be the precautions should be taken during die cutting operation.
- **Paper-based tests**, such as multiple choice or short answer questions on Post Press Operations – Packaging.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of Post Press Operations – Packaging include:

- Work products, bounded hard covers, prepared dummy etc.
- Workplace documents, such as a register/log book for recoding hard cover binding operations.

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if trimming skills are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that trimming activity. An interview about the effect of the trimming processes on different type of raw material would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of carryout binding has been assessed, another assessor (eg. the future employer) should be able to see the same work performance and witness the same level of achievement.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.

Sessional assessment

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least 15-20 minutes per module. This can be a combination of multiple choice and short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

Final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The final theoretical assessment shall consist of 15-20 minutes paper.

For the final practical assessment, each student shall be assessed over a period of one day, with 6-hour sessions a day. This represents a total of 6 hours of practical assessment for each student. During this period, each student must be assessed on his/her ability to perform as per post press operations tasks.

There is no final practical assessment for generic and functional modules. Practical work for these modules shall be assessed on a sessional basis only.

The assessment team

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 20 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 students, assessments would be carried out over a two-day period only.

Planning for assessment

Sessional assessment: assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.

Final assessment: Training providers need to decide ways to combine modules into a cohesive One-day final assessment program for each group of five students. Training providers must agree for practical assessments in advance

COMPLETE LIST OF TOOLS AND EQUIPMENT FOR PACKAGING

List of Tool & equipment (Packaging)

Sr. #	Description	Quantity
1	Spanner set	02
2	Allen key set	02
3	Torque wrench	02
4	Screw driver set	02
5	Plier set	02
6	Lock plier	02
7	Nose plier	02
8	Grip plier	02
9	Punch set	02
10	Tommy bar set	02
11	Grease gun	02
12	Oil can	02
13	Hammer 250 gram	02
14	Hammer 500 gram	02
15	Wooden Hammer	04
16	Puller set (hit puller)	02
17	Adjustable wrench	02
18	Vernier caliper	04
19	Micrometer	06
20	Humidity meter	02
21	Paint brush 4"	10
22	Cleaning bush	10
23	Calibrated beaker	06
24	Docket cover	25
25	Magnifying glass	06
26	PPE,s	25
27	Heavy duty scissor	10
28	Medium size scissor	06
29	Steel rule	10
30	Hot gun	02
31	Air blower	02
32	Silicon tube gun	02
33	Fire extinguisher	02
34	Separating knife	10
35	Nicking tool	04
36	Wire gauge	04
37	Wire brush	10
38	Steel shelves	04

39	Heavy duty stapler (manual)	04
40	Spectro photo meter (required for Level 5)	01
41	Cutter plier	10
42	Substrate weight scale with cutter	01

List of Machinery (Packaging)

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

List of Consumables (Packaging)

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

List of Personal Protective Equipment (Packaging)

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

List of Stationary (Packaging)

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

Credit values

The credit value of the National Certificate Level 2 - 5 in Post Press operations is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines).

The credit values are as follows:


Code	Competency Standards	Estimated Hours	Credit Hours
1.	Perform Pre run operation	30	3
2.	Interpret instructions on Docket for packaging	20	2
3.	Perform Lamination	180	18
4.	Perform Pasting Operation	180	18
5.	Perform health and safety at work place	30	3
6.	Develop computer application skills	60	6
Sub Total I (Level-2)		500	50
7.	Perform Die Cutting Operation	300	30
8.	Perform Waste Management	30	3
9.	Perform Embossing	140	14
10.	Develop Professionalism	30	3
Sub Total II (Level-3)		500	50
11.	Perform Cutting & Trimming	160	16
12.	Perform Hot Foil Stamping	160	16
13.	Carry out envelop making	100	10
14.	Solve problems at workplace	50	5
15.	Develop Communication Skill	30	3
Sub Total III (Level-4)		500	50
16.	Perform quality inspection	250	25
17.	Develop entrepreneur skills	50	5
18.	Manage a team	50	5
19.	Plan business activities	50	5
20.	Address Basic Customer needs	50	5
21.	Manage Human Resources	50	5

22.	Manage Personal Finance	50	5
23.	Solve Problems pertaining to health and safety	50	5
24.	Develop Business Plan	50	5
25.	Apply Information and Communication Skills	50	5
26.	Perform Color Management	100	10
27.	Develop layout and dummy	100	10
Sub Total IV (Level-5)		900	90
Grand Total (Level 2,3,4 & 5)		2400	240

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