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POST PRESS OPERATIONS (Publishing)

Trainer Guide

National Vocational Certificate Level 2

Version 1 - December 2019



Implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

Document Version

December, 2019
Islamabad, Pakistan

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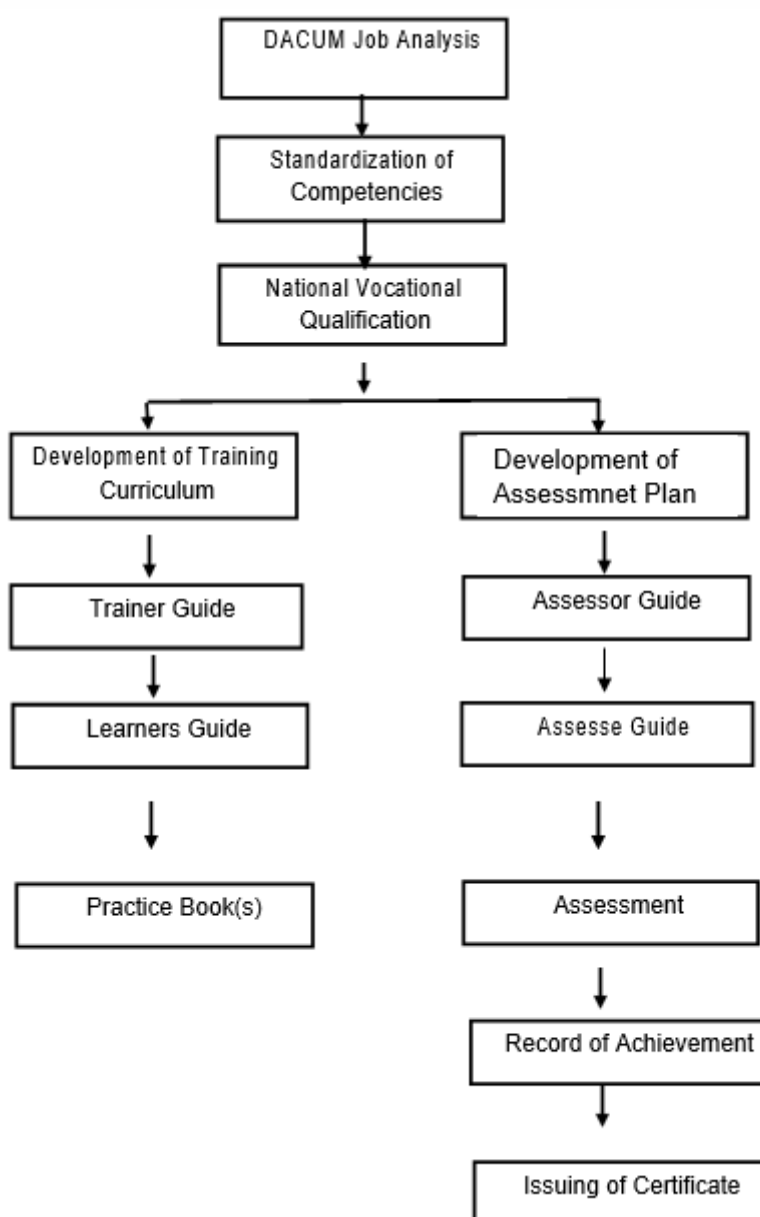
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INTRODUCTION

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

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

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



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

Curriculum

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

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials needed	Location

Lesson Plans

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

Assessment

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

(See the Assessment Guide for further details)

Evaluation of Training Material

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

EVALUATION OF TRAINING MATERIAL

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

Format

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

LESSON PLANS

Dear Instructors/Trainers,

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

Lesson Plan – 1

Module: A	Perform Pre run operation		
Learning Unit: 1	Perform cleaning in press room		
Learning Outcome			
At the end of the session the learners will be able to:	<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. 		
Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • 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 	Multimedia/ White board	30 min
Main Body			
Lecture -do- Group discussion	<p>Brief learners about methods of cleaning of press room</p> <p>Explain types of printing and history of printing. Describe main parts of post press machines. Describe the importance and methods of tidiness in press room List work place cleaning equipment and consumable</p>	Learner Guide/ Projector/ White board	60 min

Field visit	Conduct a visit to press workshop		10 min
Group practice	Allow the learners to clean the press room in groups		10 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions to ensure that the learners acquired relevant knowledge.		
Total time:			02 hours

Lesson Plan – 2

Module: A	Perform Pre run operation		
Learning Unit: 2	Maintain oil level		
Learning Outcome			
At the end of the session the learners will be able to:		<ul style="list-style-type: none"> • Check oil level in machine as recommended in machine manual. • Maintain oil level as per machine manual. 	
Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • Describe disadvantage of using low quality oil in machine. • Determine capacity of oil tank in post press machine. • List reasons to maintain oil level in machines. 	Multimedia/ White board	30 min
Main Body			
Lecture -do- Group discussion	<p>Brief learners about methods of cleaning of press room</p> <p>Explain demerits of using low quality oil</p> <p>Describe capacity of oil tank</p> <p>Describe importance of maintaining oil level in machines</p>	Learner Guide/ Projector/ White board	60 min
Conclusion			
Lecture Question and Answers	<p>Summarize the lesson by reviewing important facts.</p> <p>Ask questions to ensure that the learners acquired relevant knowledge.</p>		30 min
Total time:			02 hours

Lesson Plan - 3

Module: A	Perform Pre run operation		
Learning Unit: 3	Perform Dry run		
Learning Outcome			
At the end of the session the learners will be able to:	<ul style="list-style-type: none"> • Perform Dry run procedure on post press machine as per instruction. • Verify dry run through test run 		
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the Learning Unit. Motivate the learners to create interest. Tell them about the following learning objectives: <ul style="list-style-type: none"> • Define dry run 	Multimedia/ White board	30 min
Main Body			
Lecture Group discussion	Brief learners about methods of cleaning of press room Explain dry run Describe speeds of dry run (Low, Medium, High)	Learner Guide/ Projector/ White board	60 min
Conclusion			
Lecture Question and Answers	Summarize the lesson by reviewing important facts. Ask questions to ensure that the learners acquired relevant knowledge.		30 min
Total time:			02 hours

Lesson Plan - 4

Module: A	Perform Pre run operation		
Learning Unit: 4	Manage humidity in press room		
Learning Outcome			
At the end of the session the learners will be able to:	<ul style="list-style-type: none"> • Verify humidity of press room as per instruction. • Apply humidity management techniques in press room. 		
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the Learning Unit. Motivate the learners to create interest. Tell them about the following learning objectives: <ul style="list-style-type: none"> • Describe humidity & importance of manage humidity in press room environment. • Enlist method of humidity management in press room 	Multimedia/ White board	30 min
Main Body			
Lecture	Brief learners about methods of cleaning of press room	Learner Guide/ Projector/ White board	60 min
Group discussion	Explain humidity and its importance Describe humidity management		
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		30 min
Question and Answers	Ask questions to ensure that the learners acquired relevant knowledge.		
Total time:			02 hours

GUIDELINES FOR WRITING LESSON PLAN

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

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

FORMAT FOR LESSON PLAN

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

DEMONSTRATION OF SKILL

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

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

OVERVIEW OF PROGRAMME

Course: Junior Binder

Total Duration: 500 hours

Course Overview:

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

Module	Learning Units	Theory hours	Workplace hours
A- Perform Pre run operation	LU1: Perform cleaning in press room LU2: Maintain oil level LU3: Perform Dry run LU4: Manage humidity in press room	06 Hrs	24 Hrs
B- Interpret instructions on Docket for Publishing	LU1: Determine job order details LU2: Verify dummy/sample for publishing LU3: Verify material quality for publishing LU4: Verify substrate sizing	08 Hrs	12 Hrs
C- Perform Basic Manual Binding	LU1: Perform substrate handling LU2: Perform paper counting LU3: Perform manual numbering LU4: Perform creasing and perforation LU5: Bind gum pads LU6: Perform manual folding LU7: Perform post production activity LU8: Maintain log book	40 Hrs	200 Hrs
D- Perform Saddle Stitching	LU1: Perform substrate handling LU2: Select wire as per job LU3: Make ready workstation for saddle stitching LU4: Perform saddle stich machine operation LU5: Perform post production activity LU6: Maintain log book	12 Hrs	48 Hrs

E- Perform Hot Glue Binding	LU1: Perform Substrate handling LU2: Make ready workstation for hot glue binding operation LU3: Perform hot glue binding operation LU4: Perform post production activity LU5: Maintain log Book	12 Hrs	48 Hrs
F- Perform health and safety	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 LU5: Carryout firefighting techniques.	15 Hrs	15 Hrs
G- Develop computer application skills	LU1: Apply Basic computer operation LU2: Prepare Word document LU3: Prepare spread sheet as per required information LU4: Prepare power point presentation. LU5: Perform email communication	15 Hrs	45 Hrs



TRAINER'S GUIDELINE

Module-A: Perform pre-run operation

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform cleaning in press room	Teach the learner the following learning elements through lecture: <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 Arrange visit to workshop	Classroom Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-2 Maintain Oil level	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Describe disadvantage of using low quality oil in machine. • Determine capacity of oil tank in post press machine. • List reasons to maintain oil level in machines. 	Classroom Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-3 Perform dry run	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Define dry run. 	Classroom	Learner's Guide/ Hand Outs Visuals



LU-4 Manage Humidity in press room	Teach the learner the following learning elements through lecture: <ul data-bbox="523 264 997 504" style="list-style-type: none">• Describe humidity & importance of manage humidity in press room environment.• Enlist method of humidity management in press room	Classroom	Learner's Guide/ Hand Outs Visuals
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Practical activity 1/2:

		Perform Pre-run Operation	
Module: A	Learning Unit: 1	Perform Cleaning in Press Room	
	Practical Description:	Perform cleaning surrounding post press machine as per instruction.	
Time:	3 Hours		
Equipment	Saddle Stitch Machines, Hot Glue Binding Machine, Manual Numbering Machines, Creasing Machine, Perforation Machine		
Tools	Instruction manual, Cleaning brush, Cleaning cloth		
PPE	Proper dress, safety shoes, safety gloves		
Materials	Cleaning Cloth, Cleaning brush, Dust bin		
Key Point	A clean workplace ensures the safety and health of employees and visitors.		
Learning Outcome:	<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. 		
Precautions:	Ensure to wear safety shoes and other safety equipment before starting this process		
Instructions		Illustrations	
1. Inspect entire surrounding areas of machines thoroughly			
2. Clean floor of surrounding areas of the machine with brush			

<p>3. Use cloth to clean oil leakage</p>	
<p>4. Re-inspect the whole surrounding area and make sure that it has been cleaned properly</p>	<p>N/A</p>
<p>5. Dispose of used article and place the brush at its respective place</p>	
<p>6. Wash your hands properly with soap/detergent</p>	

Practical activity 2/2:

Module: A	Perform Pre-run Operation	
	Learning Unit: 1	Perform Cleaning in Press Room
	Practical Description:	Arranging and cleaning of used tools.
Time:	3 Hours	
Equipment	Saddle Stitch Machines, Hot Glue Binding Machine, Manual Numbering Machines, Creasing Machine, Perforation Machine	
Tools	Instruction manual, Cleaning brush, Cleaning cloth	
PPE	Proper dress, safety shoes, safety gloves	
Materials	Cleaning Cloth, Cleaning brush, Dust bin	
Key Point	A clean workplace ensures the safety and health of employees and visitors.	
Learning Outcome:	<ul style="list-style-type: none"> • Perform cleaning of associated tools as per press room instruction. • Perform periodic cleaning as per duty chart. 	
Precautions:	Ensure to wear safety shoes and other safety equipment before starting this process	
Instructions		Illustrations
1. Arrange all used tools in order		
2. Pick tools one by one, and clean it with cloth and cleaning solvent thoroughly.		

3. Place clean tools to its respective place



4. Dispose of used articles in dustbin.



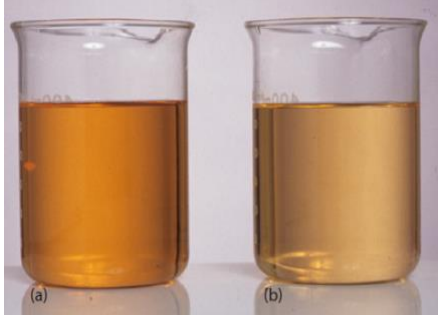

5. Place unused cloth and solvent agents to their respective places






6. Wash your hands properly with soap/detergent




Practical activity 1/1:



		Perform Pre-run Operation	
Module: A	Learning Unit: 2	Maintain oil level	
	Practical Description:	Check and maintain oil level in machine as recommended in machine manual.	
Time:	4 hours		
Equipment	Saddle Stitch Machines, Hot Glue Binding Machine, Manual Numbering Machines, Creasing Machine, Perforation Machine		
Tools	Funnel, Spanner set, Allen Key set		
PPE	Proper dress, Safety shoes, safety gloves		
Materials	Standard oil, substandard oil, OEM manual		
Key Point	Always use good quality oil		
Learning Outcome:	<ul style="list-style-type: none"> • Check oil level in machine as recommended in machine manual. • Maintain oil level as per machine manual 		
Precautions:	Grease the machine as per schedule		
Instructions		Illustrations	
1. Put both oils in separate beakers and check the viscosity of both oils			
2. Check the lubrication of both oils 3. And finally put the standard oil in the machine oil tank.			

<p>4. Remove the substandard oil.</p>	
<p>5. Check the oil level of machine through magic eye.</p>	
<p>6. Open the oil tank cap, fill the tank and check the oil level again carefully</p>	
<p>7. Wash hands properly</p>	

Practical activity 1/1:

Module: A	Perform Pre-run Operation	
	Learning Unit: 3	Perform dry run
	Practical Description:	Perform Dry run procedure on post press machine as per instruction.
Time:	8 hours	
Equipment	Saddle Stitch Machines, Hot Glue Binding Machine, Manual Numbering Machines, Creasing Machine, Perforation Machine	
Tools	Spanner set, Allen Key set	
PPE	Proper dress, safety shoes, safety gloves	
Materials	N/A	
Key Point	Ensure the electric phase in right direction	
Learning Outcome:	<ul style="list-style-type: none"> • Perform Dry run procedure on post press machine as per instruction. • Verify dry run through test run. 	
Precautions:	Ensure safety	
Instructions		Illustrations
1. Check the oil level of machine through magic eye		
2. Run the machine at different speed (Low-Medium-High)		
3. Check the vibration of the machine at different speeds		

Practical activity 1/1:

		Perform Pre-run Operator	
Module: A	Learning Unit: 4	Manage humidity in press room	
	Practical Description:	Verify humidity of press room as per instruction.	
Time:	4 hours		
Equipment	Digital Humidity meter		
Tools	N/A		
PPE	Proper dress code, safety shoes		
Materials			
Key Point	The quality of printing improves due to proper humidity levels		
Learning Outcome:	<ul style="list-style-type: none"> • Verify humidity of press room as per instruction. • Apply humidity management techniques in press room. 		
Precautions:	Printing substrate should be packed properly		
Instructions		Illustrations	
1. Check the humidity of the press room			
2. If the humidity is in between 40 to 60, it is ideal for the printing press room			
3. If the humidity of the press room is less			

than 40, inform supervisor

4. Request Supervisor to start humidifier if humidity is less than 40.




TRAINER'S GUIDELINE

Module-B: Interpret instructions on docket for publishing.

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Determine job order details	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Importance of docket/job card and its interpretation • Enlist information available on docket/job card Arrange visit to workshop Arrange visit of trainees to the workshop	Classroom Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-2 Verify dummy/sample for publishing	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Define GSM values. • Describe effects of variation in GSM values. • State importance of maintaining viscosity of glue Group discussion on disadvantages of use of not recommended grade oil (as per manual) in machine.	Classroom Press room lab/ industry	Learner's Guide/ Hand Outs Visuals

<p>LU-3</p> <p>Verify material quality for publishing</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Define applications of coatings. • Define traceability marks. • Define artwork in printing industry. • Enlist binding material <p>Carry out the activity:</p>	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-4</p> <p>Verify substrate sizing</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • State method of checking substrate sizes. • Describe effect of size variation on substrate. • State substrate trimming procedure. • Define grain of substrate and its importance. • Describe substrate 	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

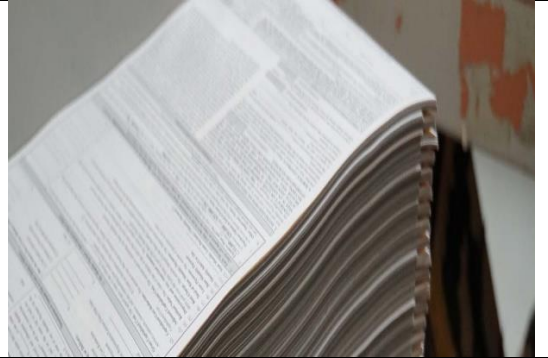
Practical activity 1/1:

Interpret instructions on docket for publishing	
Module: B	Learning Unit: 1 Determine job order details
	Practical Description: Interpret docket/job card as per instructions
Time:	1 hours
Equipment	N/A
Tools	Measuring scale, weighing scale with cutter, micro meter, Vernier caliper
PPE	Proper dress code, safety shoes
Materials	job card/docket, dummy sample, log book
Key Point	Always check material specification before binding Prepare specimen as per dummy
Learning Outcome:	Learner will be able to: 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.
Precautions:	Ensure personal and environmental safety. Verify front lay and side lay before binding process
Instructions	Illustrations
1. Verify the printed substrate with measuring scale	

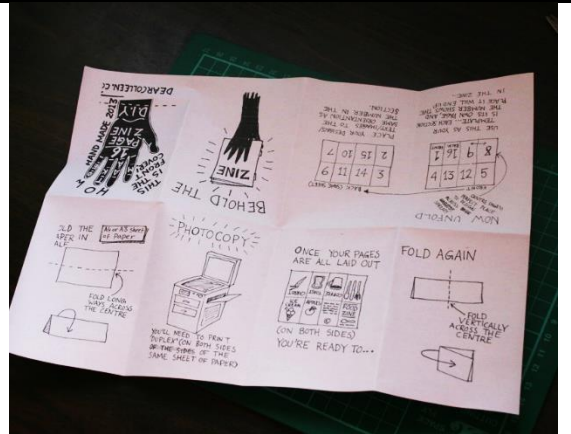
2. Verify the substrate
GSM/thickness by weighing
scale with cutter/ micro meter



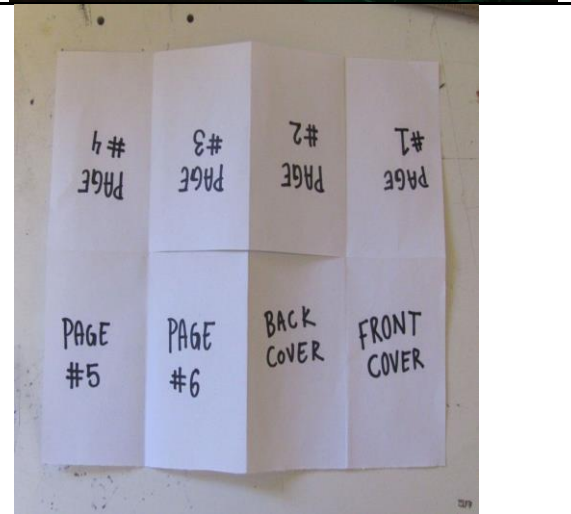
3. Verify the no. of forms

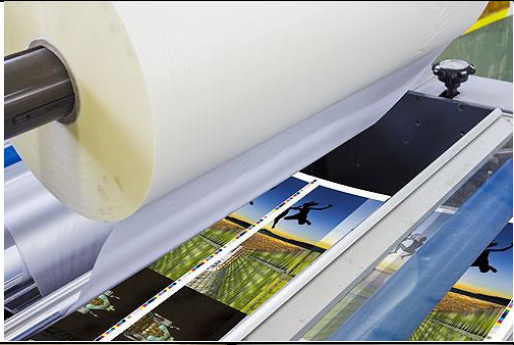
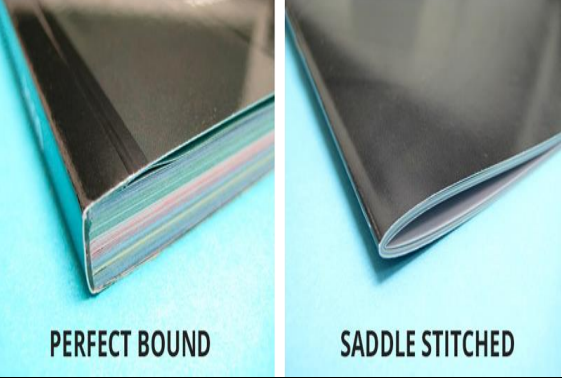



4. Verify dummy with gathering
and numbering sequence



5. Verify availability of reference
specimen in docket/job card



<p>6. Verify coating applications</p>	
<p>7. Verify binding format as per docket/job card</p>	 <p>PERFECT BOUND SADDLE STITCHED</p>
<p>8. Note down the verifications in log book</p>	

Practical activity 1/2:

Module: B	Interpret instructions on docket for publishing																																														
	Learning Unit: 2	Verify dummy/sample for publishing																																													
	Practical Description:	Verify page numbering sequence as per instructions																																													
Time:	30 min																																														
Equipment	N/A																																														
Tools	N/A																																														
PPE	Proper dress code, safety shoes																																														
Materials	Printed dummy/sample, log book, Job card																																														
Key Point	Always check page numbering sequence before binding and																																														
Learning Outcome:	Learner will be able to verify page numbering sequence																																														
Precautions:	Ensure personal and environmental safety. Verify front lay and side lay before binding process																																														
Instructions		Illustrations																																													
1. Interpret docket/job card		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ADD8E6; width: 15%;">Annexure A-1 <small>Junior Master</small></td> <td style="background-color: #FFDAB9; text-align: center;">DOCKET (Interpret Docket-Publishing)</td> <td style="width: 15%; text-align: center;"><small>Name and ID of assessor</small> _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">ABC Printing Press</td> <td style="text-align: center;">Job Card no.: 101</td> </tr> <tr> <td><small>P.O No.</small></td> <td colspan="2">G-002</td> </tr> <tr> <td><small>Assigned on:</small></td> <td>15 March 2020</td> <td style="border: 2px solid blue; text-align: center;"><small>Delivery date:</small> 22 March 2020</td> </tr> <tr> <td><small>Client</small></td> <td colspan="2">PQPQU</td> </tr> <tr> <td><small>Job Type:</small></td> <td colspan="2">Text Book</td> </tr> <tr> <td><small>Quantity:</small></td> <td colspan="2">2000</td> </tr> <tr> <td><small>Color:</small></td> <td colspan="2">P + 1</td> </tr> <tr> <td><small>size</small></td> <td colspan="2">8.8" x 11"</td> </tr> <tr> <td><small>Paper Type</small></td> <td colspan="2">Offset</td> </tr> <tr> <td><small>Pages</small></td> <td colspan="2">32</td> </tr> <tr> <td><small>GSM</small></td> <td colspan="2">70</td> </tr> <tr> <td><small>Forms</small></td> <td colspan="2">2</td> </tr> <tr> <td><small>Special instructions:</small></td> <td colspan="2">Verify binding type</td> </tr> <tr> <td><small>Job Sample</small></td> <td colspan="2" style="text-align: center;">As per provided sample</td> </tr> </table>	Annexure A-1 <small>Junior Master</small>	DOCKET (Interpret Docket-Publishing)	<small>Name and ID of assessor</small> _____	ABC Printing Press		Job Card no.: 101	<small>P.O No.</small>	G-002		<small>Assigned on:</small>	15 March 2020	<small>Delivery date:</small> 22 March 2020	<small>Client</small>	PQPQU		<small>Job Type:</small>	Text Book		<small>Quantity:</small>	2000		<small>Color:</small>	P + 1		<small>size</small>	8.8" x 11"		<small>Paper Type</small>	Offset		<small>Pages</small>	32		<small>GSM</small>	70		<small>Forms</small>	2		<small>Special instructions:</small>	Verify binding type		<small>Job Sample</small>	As per provided sample	
		Annexure A-1 <small>Junior Master</small>	DOCKET (Interpret Docket-Publishing)	<small>Name and ID of assessor</small> _____																																											
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<small>Job Sample</small>	As per provided sample																																														

2. Verify page sequence with folding



3. Verify first and last page

Contents

I First title	3
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II Second title	19
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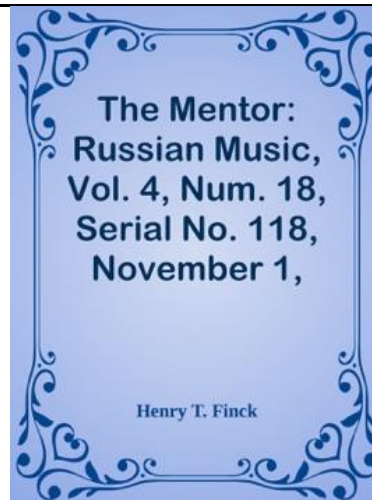
4. Note down the verifications in log book



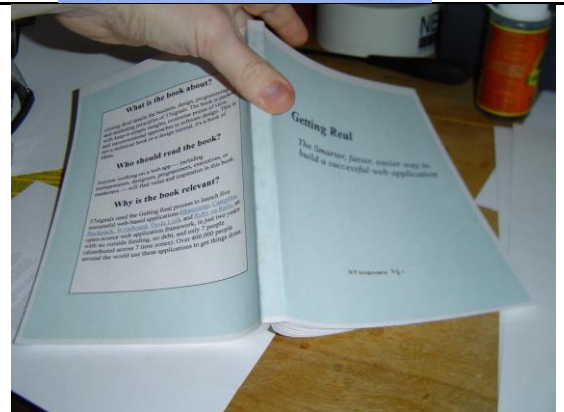
Practical activity 2

Module: B	Interpret instructions on docket for publishing																																												
	Learning Unit: 2	Verify dummy/sample for publishing																																											
	Practical Description:	Verify binding format as per job card																																											
Time:	30 min																																												
Equipment	N/A																																												
Tools	N/A																																												
PPE	Proper dress code, safety shoes																																												
Materials	Dummy Sample, log book, Job card																																												
Key Point	Carefully check the binding format and availability of its material																																												
Learning Outcome:	Learner will be able to: verify binding format as per job card Verify glue application as per dummy																																												
Precautions:	Ensure personal and environmental safety. Verify front lay and side lay before binding process																																												
Instructions		Illustrations																																											
1. Interpret docket/job card		<table border="1"> <tr> <td>Annexure A-1 Junior Master</td> <td>DOCKET (Interpret Docket-Publishing)</td> <td>Name and ID of student</td> </tr> <tr> <td colspan="2">ABC Printing Press</td> <td>Job Card no.: 101</td> </tr> <tr> <td>P.D No.</td> <td>G-502</td> <td>Delivery date: 22 March 2020</td> </tr> <tr> <td>Assigned on:</td> <td>15 March 2020</td> <td></td> </tr> <tr> <td>Client</td> <td>PAPGAJ</td> <td></td> </tr> <tr> <td>Job Type:</td> <td>Text Book</td> <td></td> </tr> <tr> <td>Quantity:</td> <td>2000</td> <td></td> </tr> <tr> <td>Color:</td> <td>1 + 1</td> <td></td> </tr> <tr> <td rowspan="2">Paper:</td> <td>size</td> <td>8.5" x 11"</td> </tr> <tr> <td>Type</td> <td>Offset</td> </tr> <tr> <td rowspan="2">Pages</td> <td>Pages</td> <td>82</td> </tr> <tr> <td>GSM</td> <td>70</td> </tr> <tr> <td>Forms</td> <td>2</td> <td></td> </tr> <tr> <td>Special instructions:</td> <td colspan="2">Verify binding type</td> </tr> <tr> <td>Job Sample</td> <td colspan="2">As per provided sample</td> </tr> </table>	Annexure A-1 Junior Master	DOCKET (Interpret Docket-Publishing)	Name and ID of student	ABC Printing Press		Job Card no.: 101	P.D No.	G-502	Delivery date: 22 March 2020	Assigned on:	15 March 2020		Client	PAPGAJ		Job Type:	Text Book		Quantity:	2000		Color:	1 + 1		Paper:	size	8.5" x 11"	Type	Offset	Pages	Pages	82	GSM	70	Forms	2		Special instructions:	Verify binding type		Job Sample	As per provided sample	
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2. Verify book serial number




3. Verify glue application as per dummy



4. Note down the verifications in log book



Interpret instructions on docket for publishing	
Module: B	Learning Unit: 3 Verify material quality for publishing
	Practical Description: Determine type, grain and Gram per Square Meter (GSM) value of substrate as per docket/job card.
Time:	1 hour
Equipment	Round Cutter, Weighing scale
Tools	N/A
PPE	Proper dress code, safety shoes
Materials	Substrate as per job card, Note book, Pen/Pencil
Key Point	Verify the material quality
Learning Outcome:	The learner will be able to: Determine type of substrate 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
Precautions:	Carefully check the quality of material
Instructions	Illustrations
1. Collect the desired substrate	

2. Adjust substrate on round cutter
3. Cut the required substrate on round cutter.

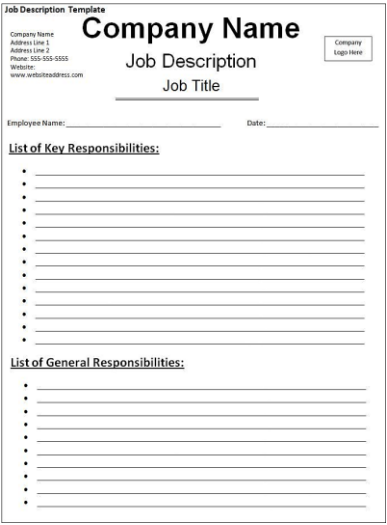



4. Transfer the cut piece on substrate weighing scale
5. Perform weighing of substrate on scale

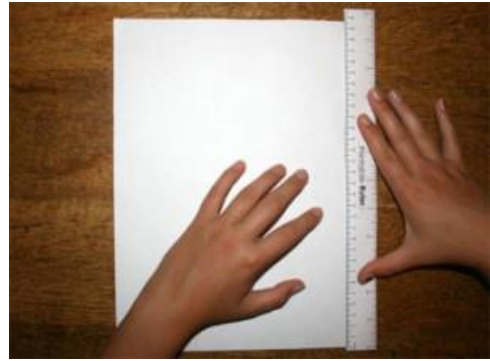


6. Maintain record of weighing



Module: B	Interpret printing instructions on docket	
	Learning Unit: 4	Verify substrate sizing
	Practical Description:	Checking of substrate size
Time:	1 hour	
Equipment	N/A	
Tools	Measuring ruler	
PPE	Proper dress code, safety shoes	
Materials	Substrate, Docket/job card	
Key Point	Verify the substrate size	
Learning Outcome:	The learner will be able to check size of the substrate	
Precautions:	N/A	
Instructions		Illustrations
<p>1. Collect the desired docket/ Job card</p>		
<p>2. Collect the substrate.</p>		

3. Put the ruler to the substrate and verify if it is as per docket/job card, machine size



4. Immediately report to the Supervisor/Senior if there is an abnormality



TRAINER'S GUIDELINE

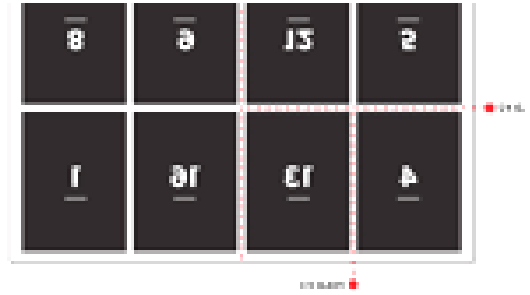
Module-C: Perform Basic Manual Binding

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform substrate handling	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">Identify side lay and front lay <p>Individual practice. Group discussions on handling substrate</p> <p>Question answer sessions</p>	Classroom	Learner's Guide/ Hand Outs Visuals
LU-2 Perform paper counting	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">Describe the purpose of fanning <p>Question answer session</p> <p>Individual Practice of paper fanning</p>	Classroom	Learner's Guide/ Hand Outs Visuals
LU-3 Perform manual numbering	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">List types of numbering <p>Engage learners to practice manual numbering</p>	Classroom	Learner's Guide/ Hand Outs Visuals

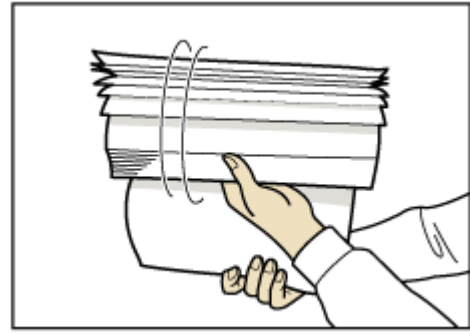
LU-4 Perform creasing and perforation	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe the importance of creasing and perforation. <p>Ask learners to adjust impression for perforation/creasing</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-5 Bind gum pads	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe types of binding <p>Question answer session</p>	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-6 Perform manual folding	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe manual folding operation <p>Question answer session</p> <p>Individual Practice</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-7 Perform post production activity	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe the importance of cleaning after work <p>Question answer session</p> <p>Arrange group practice of roller cleaning</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-8 Maintain log book	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe the importance of Importance of record keeping. <p>Ask students to make a record of final count</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

Perform Basic Manual Binding	
Module: C	Learning Unit: 1, 2 Perform substrate handling with numbering
	Practical Description: Verify the substrate stacking, numbering and counting according to docket/job card
Time:	1 hour
Equipment	Round Cutter, Weighing scale
Tools	N/A
PPE	Proper dress code, safety shoes
Materials	Substrate as per job card, Note book, Pen/Pencil
Key Point	Carefully handle the substrate
Learning Outcome:	The learner will be able to: Verify side lay and front lay as per instruction. Prepare paper stacking as per instruction. Count substrate as per instruction.
Precautions:	Carefully check the numbering as per SOPs
Instructions	Illustrations
1. Verify the job card thoroughly	

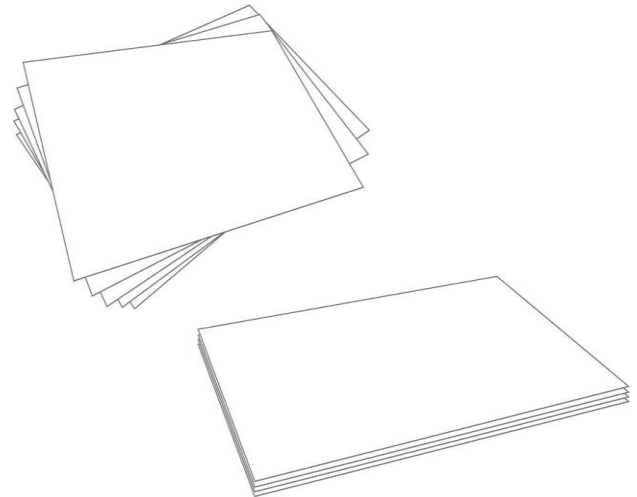
2. Verify side lay and front lay as per instruction.



3. Perform Paper fanning as per procedure.



4. Prepare paper stacking as per instructions



5. Count substrate as per instruction.



6. Stack the counted sheets as per instruction



7. Note down the varifications in log book

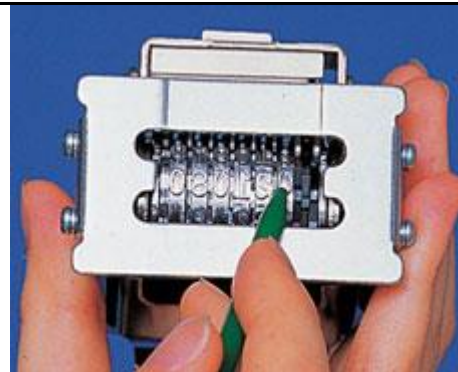


		Perform Basic Manual Binding																																														
Module: C	Learning Unit: 3	Perform manual numbering																																														
	Practical Description:	Perform manual numbering on Bill book according to docket/job card																																														
Time:	1 hour																																															
Equipment	N/A																																															
Tools	Stick for changing the number series, Stamp																																															
PPE	Proper dress code, safety shoes																																															
Materials	Bill Book, Note book, Pen/Pencil																																															
Key Point	Carefully check the number series																																															
Learning Outcome:	The learner will be able to: Adjust number sequence of numbering stamp. Stamp numbering																																															
Precautions:	Be careful during the process																																															
Instructions		Illustrations																																														
1. Verify the job card thoroughly		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; padding: 2px;">Annexure A-1 <small>Junior Model</small></td> <td style="background-color: #ffe4c4; padding: 2px;">DOCKET (Interpret Docket- Publishing)</td> <td style="padding: 2px;"><small>Name and ID of assessor</small> _____</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">ABC Printing Press</td> <td style="text-align: center; padding: 2px;">Job Card no. 101</td> </tr> <tr> <td style="padding: 2px;"><small>P.O No.</small></td> <td style="padding: 2px;">G-902</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><small>Assigned on:</small></td> <td style="padding: 2px;">15 March 2020</td> <td style="padding: 2px; text-align: center;">Delivery date: 22 March 2020</td> </tr> <tr> <td style="padding: 2px;"><small>Client:</small></td> <td colspan="2" style="padding: 2px;">PAPQAI Text Book</td> </tr> <tr> <td style="padding: 2px;"><small>Job Type:</small></td> <td colspan="2" style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><small>Quantity:</small></td> <td colspan="2" style="padding: 2px;">2000</td> </tr> <tr> <td style="padding: 2px;"><small>Color:</small></td> <td colspan="2" style="padding: 2px;">1 + 1</td> </tr> <tr> <td style="padding: 2px;"><small>Paper:</small></td> <td style="padding: 2px;"><small>size</small> 8.5" x 11"</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><small>Type</small> Offset</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><small>Pages</small> 82</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><small>GSN</small> 70</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><small>Forms</small></td> <td colspan="2" style="padding: 2px;">2</td> </tr> <tr> <td style="padding: 2px;"><small>Special instructions:</small></td> <td colspan="2" style="padding: 2px;">Verify binding type</td> </tr> <tr> <td style="padding: 2px;"><small>Job Sample:</small></td> <td colspan="2" style="padding: 2px; text-align: center;">As per provided sample</td> </tr> </table>		Annexure A-1 <small>Junior Model</small>	DOCKET (Interpret Docket- Publishing)	<small>Name and ID of assessor</small> _____	ABC Printing Press		Job Card no. 101	<small>P.O No.</small>	G-902		<small>Assigned on:</small>	15 March 2020	Delivery date: 22 March 2020	<small>Client:</small>	PAPQAI Text Book		<small>Job Type:</small>			<small>Quantity:</small>	2000		<small>Color:</small>	1 + 1		<small>Paper:</small>	<small>size</small> 8.5" x 11"			<small>Type</small> Offset			<small>Pages</small> 82			<small>GSN</small> 70		<small>Forms</small>	2		<small>Special instructions:</small>	Verify binding type		<small>Job Sample:</small>	As per provided sample	
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2. Fill the ink pad as per instructions.



3. Adjust number sequence as per procedure.



4. Verify impression quality



5. Stamp numbering as per docket.

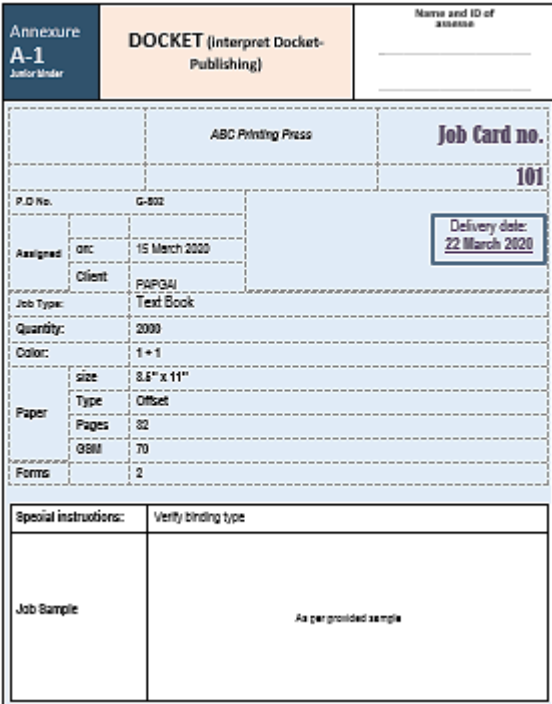


6. Clean the figures of numbering as per instructions



7. Note down the varifications in log book



		Perform Basic Manual Binding	
Module: C	Learning Unit: 4	Perform creasing and perforation	
	Practical Description:	Perform creasing and perforation on cover of a writing pad according to docket/job card	
Time:	3 hours		
Equipment	Creasing machine		
Tools	Spanner		
PPE	Proper dress code, safety shoes		
Materials	Writing Pad as per job card, Note book, Pen/Pencil		
Key Point	Carefully handle the substrate		
Learning Outcome:	The learner will be able to: Adjust perforation/creasing as per docket.		
Precautions:	Maintain the pressure of creasing to avoid any damage		
Instructions		Illustrations	
<p>1. Verify the job card thoroughly</p>			
		<p>2. Verify side lay and front lay as per instructions.</p>	

3. Adjust impression for perforation/creasing as per instructions.



4. Adjust perforation/creasing as per docket

5. Carryout perforation/creasing as per instructions.

6. Note down the varifications in log book



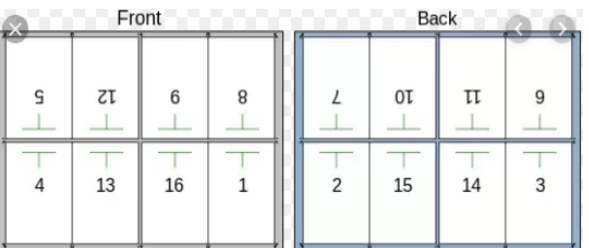
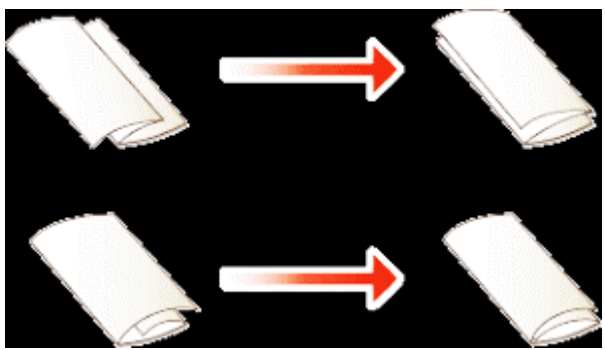



		Perform Basic Manual Binding																																														
Module: C	Learning Unit: 5	Bind gum pads																																														
	Practical Description:	Perform Bill book gum binding according to docket/job card																																														
Time:	1 hour																																															
Equipment	N/A																																															
Tools	Knife, Hammer, Scissor																																															
PPE	Proper dress code, safety shoes																																															
Materials	Glue, Binding Cloth, board, Bill Book, Note book, Pen/Pencil																																															
Key Point	Carefully check the binding side lay																																															
Learning Outcome:	<p>The learner will be able to:</p> <p>Verify side lay and front lay as per instruction.</p> <p>Stack the counted sheets as per docket</p> <p>Apply the glue on binding side with a sponge.</p> <p>Paste the cover page on the pad as per docket</p>																																															
Precautions:	N/A																																															
Instructions		Illustrations																																														
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<p>2. Verify side lay and front lay as per instruction.</p>	
<p>3. Stack the counted sheets as per docket</p>	
<p>4. Insert the separator card as per docket</p>	
<p>5. Apply the glue on binding side</p>	
<p>6. Separate the pad with the knife</p>	
<p>7. Paste the cover page on the pad as per docket</p>	

8. Note down the varifications
in log book


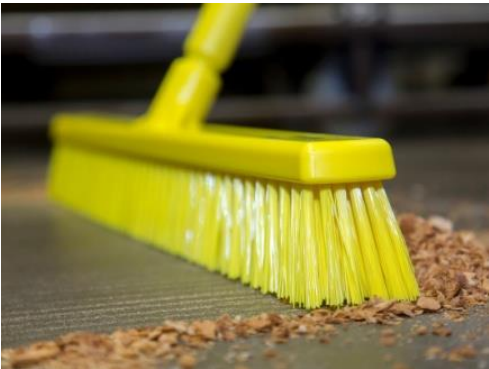


		Perform Basic Manual Binding																																														
Module: C	Learning Unit: 6	Perform manual folding																																														
	Practical Description:	Verify the substrate stacking, numbering and counting according to docket/job card																																														
Time:	1 hour																																															
Equipment	Round Cutter, Weighing scale																																															
Tools	N/A																																															
PPE	Proper dress code, safety shoes																																															
Materials	Substrate as per job card, Note book, Pen/Pencil																																															
Key Point	Carefully handle the substrate																																															
Learning Outcome:	<p>The learner will be able to:</p> <p>Verify side lay and front lay as per instruction.</p> <p>Prepare paper stacking as per instruction.</p> <p>Count substrate as per instruction.</p>																																															
Precautions:	Numbering should be checked carefully																																															
Instructions		Illustrations																																														
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<p>2. Verify side lay and front lay as per instruction.</p>	
<p>3. Verify folding position of the printed substrate as per docket.</p>	
<p>4. Verify page numbering sequence as per instruction.</p>	
<p>5. Carryout manual folding operation as per instruction 6. Separate the pad with the knife.</p>	
<p>7. Paste the cover page on the pad as per docket</p>	

8. Note down the varifications
in log book



		Perform Basic Manual Binding	
Module: C	Learning Unit:	7	Perform post production activity
	Practical Description:		Perform daily cleaning of post press surrounding as per SOP
Time:	5 hours		
Equipment	N/A		
Tools	N/A		
PPE	Proper dress, safety shoes, safety gloves		
Materials	Cleaning Cloth, Cleaning brush, Dust bin		
Key Point	A clean workplace ensures the safety and health of employees and visitors.		
Learning Outcome:	The learner will be able to clear the work station as per SOPs		
Precautions:	Ensure to wear safety shoes and other safety equipment before starting this process		
Instructions		Illustrations	
<ol style="list-style-type: none"> 1. Inspect entire surrounding areas of printing machine thoroughly 			
<ol style="list-style-type: none"> 1. Clean floor of surrounding areas of the machine with brush 			

2. Use cloth to clean oil leakage



3. Re-inspect the whole surrounding area and make sure that it has been cleaned properly



4. Dispose of used article and place the brush at its respective place
5. Wash your hands properly with soap/detergent

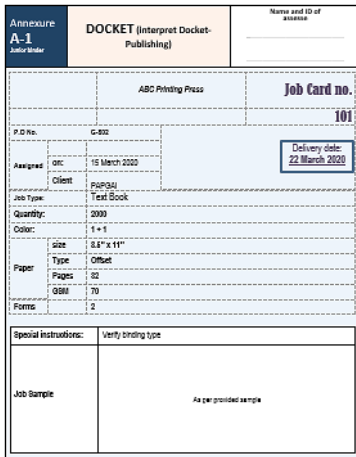
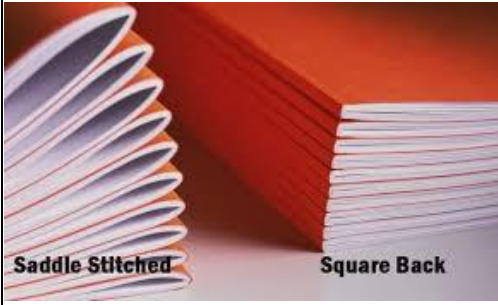


TRAINER'S GUIDELINE

Module-D: Perform Saddle Stitching

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform substrate handling	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">Identify side lay and front lay <p>Individual practice. Group discussions on handling substrate</p> <p>Question answer sessions</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-2 Select wire as per job	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">Enlist the checking parameters of wireDescribe the importance of wire gauge <p>Group discussions.</p> <p>Question answer session</p> <p>Individual Practice</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
LU-3 Make ready workstation for saddle stitching	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">Explain types of saddle stitch operation	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

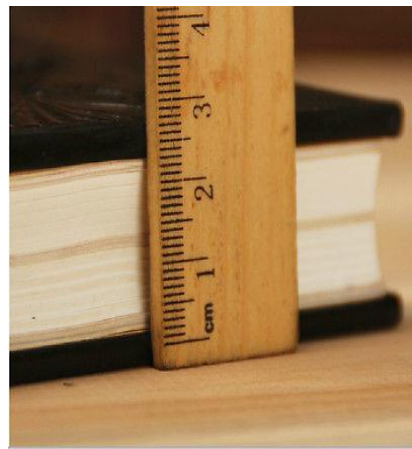
<p>LU-4 Perform saddle stitch machine operation</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe the importance of stitch size <p>Question answer session</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-5 Perform post production activity</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe the importance of cleaning after work <p>Question answer session</p> <p>Arrange group practice of work station cleaning</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-6 Maintain log book</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> Describe the importance of Importance of record keeping. <p>Ask students to make a record of final count</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

		Perform Saddle Stitching	
Module: D	Learning Unit: 1,2,3,4,5,6	Perform saddle stitch machine operation	
	Practical Description:	Perform book binding by saddle stitching according to docket/job card	
Time:	3 hour		
Equipment	Saddle stitching machine		
Tools	Cutter plier, screw driver, wire gauge		
PPE	Proper dress code, safety shoes		
Materials	Book, Wire, Note book, Pen/Pencil		
Key Point	Set the stitches distance		
Learning Outcome:	The learner will be able to: Perform material handling Adjust workstation for saddle stitching Perform saddle stitch machine operation		
Precautions:	Adopt safety		
Instructions		Illustrations	
<ol style="list-style-type: none"> 1. Verify the job card thoroughly 			
<ol style="list-style-type: none"> 2. Prepare book stacking as per instruction 3. Adjust number sequence as per procedure. 			

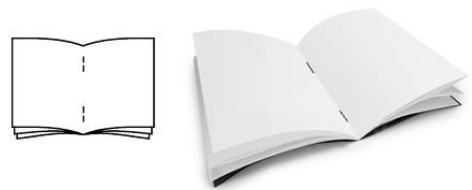
4. Verify wire size with the help of wire gauge



5. Check thickness of books



6. Perform saddle stitch operation as per instruction



7. Make a sample copy as per instruction and get approval from the supervisor
8. Clean the machine & workstation as per instruction



9. Record the final count along with the wastages



TRAINER'S GUIDELINE

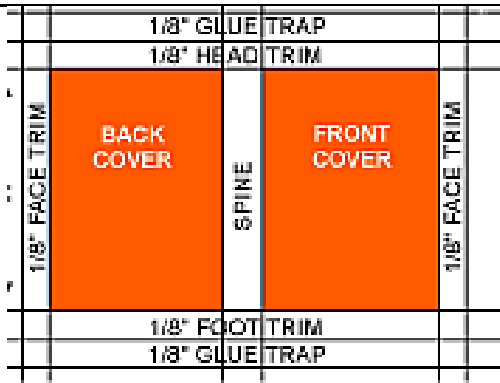
Module-E: Perform Hot Glue Binding

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Perform substrate handling	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Identify side lay and front lay Individual practice. Group discussions on handling substrate Question answer sessions	Classroom Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-2 Make ready workstation for hot glue binding operation	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Understand the use of hot glue. • Describe the importance and function of spine cutter. Group discussions. Question answer session	Classroom Press room lab/ industry	Learner's Guide/ Hand Outs Visuals
LU-3 Perform hot glue binding operation	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Understand the procedure of hot glue binding operation. 	Classroom	Learner's Guide/ Hand Outs Visuals

<p>LU-5 Perform post production activity</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe the importance of cleaning after work <p>Question answer session</p> <p>Arrange group practice of workstation cleaning</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-6 Maintain log book</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe the importance of Importance of record keeping. <p>Ask students to make a record of final count</p>	<p>Classroom</p> <p>Press room lab/ industry</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

		Perform Hot Glue Binding																																														
Module: E	Learning Unit: 1,2	Make ready workstation for hot glue binding operation																																														
	Practical Description:	Prepare workstation for hot glue binding according to docket/job card																																														
Time:	3 hour																																															
Equipment	Glue heater																																															
Tools	Cutter plier, screw driver																																															
PPE	Proper dress code, safety shoes																																															
Materials	Book, Glue, Note book, Pen/Pencil																																															
Key Point	Do not open book while its wet																																															
Learning Outcome:	The learner will be able to: Verify side lay & front lay of cover as per instruction Handle material Prepare workstation for hot glue binding																																															
Precautions:	Do not run machine unless glue melts properly to avoid damage of machine																																															
Instructions		Illustrations																																														
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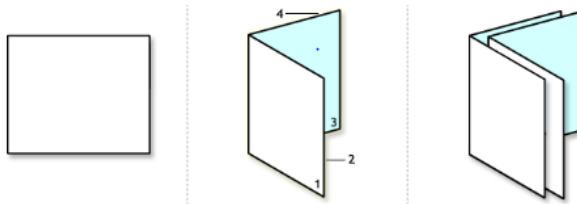
2. Verify side lay & front lay of cover as per instruction



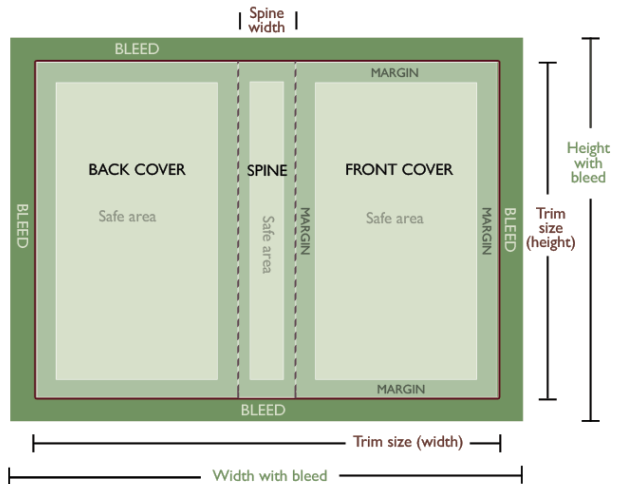
3. Adjust glue heater temperature as per instruction

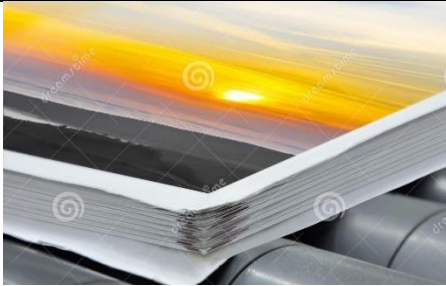





4. Verify page number sequence of gathered forms as per dummy.



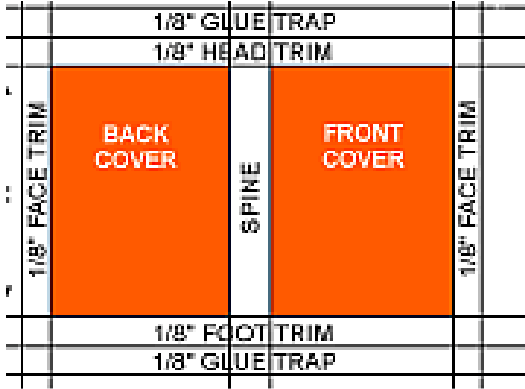
5. Verify cover spine as per book



<p>6. Adjust cover side lay and front lay</p>	
<p>7. Adjust spine cutter/notching as per instructions</p>	
<p>8. Adjust glue wheel height as per requirement.</p>	
<p>9. Make a sample copy as per instructions and get approval from the supervisor after drying</p>	

		Perform Hot Glue Binding																																												
Module: E	Learning Unit: 3	Perform hot glue binding operation																																												
	Practical Description:	Perform hot glue binding of a book according to docket/job card																																												
Time:	3 hour																																													
Equipment	Glue heater																																													
Tools	Spanner, plier, screw driver																																													
PPE	Proper dress code, safety shoes																																													
Materials	Book, Glue, Note book, Pen/Pencil																																													
Key Point	Do not open book while its wet																																													
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Precautions:	Do not run machine unless glue melts properly to avoid damage of machine																																													
Instructions		Illustrations																																												
1. Verify the job card thoroughly		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #003366; color: white; padding: 2px;">Annexure A-1 <small>Junior binder</small></td> <td style="background-color: #FFDAB9; padding: 2px;">DOCKET (Interpret Docket-Publishing)</td> <td style="padding: 2px; text-align: right;"><small>Name and ID of assessor</small> _____</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">ABC Printing Press</td> <td style="text-align: right; padding: 2px;">Job Card no. 101</td> </tr> <tr> <td style="padding: 2px;"><small>P.O No.</small> G-802</td> <td colspan="2" rowspan="2" style="text-align: right; padding: 2px; border: 1px solid black;">Delivery date: 22 March 2020</td> </tr> <tr> <td style="padding: 2px;"><small>Assigned on:</small> 15 March 2020</td> </tr> <tr> <td style="padding: 2px;"><small>Client:</small> PAPPAI</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Job Type:</small> Text Book</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Quantity:</small> 2000</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Color:</small> 1 + 1</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Paper size:</small> 8.5" x 11"</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Paper Type:</small> Offset</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Pages:</small> 82</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>GBM:</small> 70</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Forms:</small> 2</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 2px;"><small>Special instructions:</small></td> <td colspan="2" style="padding: 2px;">Verify binding type</td> </tr> <tr> <td style="padding: 2px;"><small>Job Sample</small></td> <td colspan="2" style="text-align: center; padding: 2px;">As per provided sample</td> </tr> </table>		Annexure A-1 <small>Junior binder</small>	DOCKET (Interpret Docket-Publishing)	<small>Name and ID of assessor</small> _____	ABC Printing Press		Job Card no. 101	<small>P.O No.</small> G-802	Delivery date: 22 March 2020		<small>Assigned on:</small> 15 March 2020	<small>Client:</small> PAPPAI			<small>Job Type:</small> Text Book			<small>Quantity:</small> 2000			<small>Color:</small> 1 + 1			<small>Paper size:</small> 8.5" x 11"			<small>Paper Type:</small> Offset			<small>Pages:</small> 82			<small>GBM:</small> 70			<small>Forms:</small> 2			<small>Special instructions:</small>	Verify binding type		<small>Job Sample</small>	As per provided sample	
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2. Verify side lay & front lay of cover as per instruction



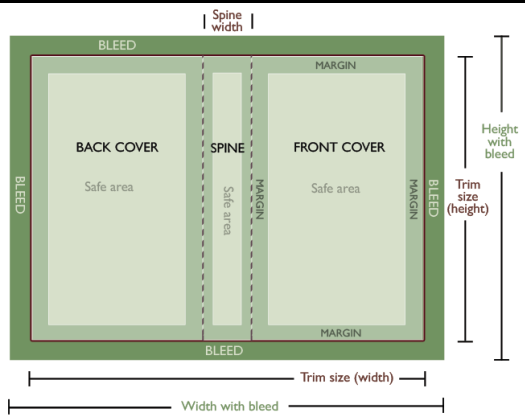
3. Check temperature of glue heater as per instruction



4. Check front lay and side lay
Set cover with the help of clamps.



5. Verify cover spine as per book



6. Adjust spine cutter/notching as per instructions



7. Adjust glue wheel height as per requirement.



8. Run machine




9. Check the proper application of glue

10. Check & maintain the quality of folding during hot glue binding

11. Stack the bind book for three side trimming operation



		Perform Hot Glue Binding	
Module: E	Learning Unit: 3, 4, 5	Perform hot glue binding operation	
	Practical Description:	Perform book binding by Hot glue according to docket/job card	
Time:	3 hour		
Equipment	Glue heater		
Tools	Cutter plier, screw driver		
PPE	Proper dress code, safety shoes		
Materials	Book, Hot glue, Note book, Pen/Pencil		
Key Point	Do not open book while it is wet		
Learning Outcome:	The learner will be able to: Perform hot glue binding machine operation.		
Precautions:	Do not run machine unless glue melts properly to avoid damage of machine		
Instructions		Illustrations	
1. Get approval of bind book from the supervisor.			
2. Carry out hot glue binding machine operation as per instruction			
3. Check & maintain the quality of folding machine operation			
4. Stack the bind book for three side trimming operation		N/A	

5. Clean the machine & workstation as per instructions

6. Record the final count along with the wastages









TRAINER'S GUIDELINE



Module-F: Perform Health and Safety




Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Practice safe work habit to ensure safety	<p>Teach the learner the following learning elements through lecture:</p> <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	Classroom	Learner's Guide/ Hand Outs Visuals
LU-2 Use Personal Protective	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">• Give importance of using Personal Protective Equipment (PPE)• List Types of PPEs required in printing press	Classroom	Learner's Guide/ Hand Outs Visuals



<p>LU-3 Identify hazards in press environment</p>	<p>Teach the learner the following learning elements through lecture:</p> <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>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-4 Comply with Occupational Health and Safety (OHS)precautions</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain importance of safety at work and its implications. • State work safety procedures and guidelines. • List specific company procedures regarding workplace safety. • Recommended procedure for cleaning and storing of tools and equipment. 	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>
<p>LU-5 Carryout firefighting techniques.</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Identify causes of Fire • List types of fire • List firefighting equipment • Define firefighting method 	<p>Classroom</p>	<p>Learner's Guide/ Hand Outs Visuals</p>

		Perform Health and Safety	
Module: F	Learning Unit: 1	Practice safe work habits to ensure safety in the printing environment	
	Practical Description:	Application of dress code in accordance with press room procedures and follow rules to ensure personal safety as well as safety of others as per press room procedure	
Time:	3 hours		
Equipment	N/A		
Tools	N/A		
PPE	Proper dress, safety gloves, safety shoes, mask		
Materials	First aid box		
Key Point	Personal safety as well as safety of others as per press room procedure		
Learning Outcome:	<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. 		
Precautions:	Safety First		
Instructions		Illustrations	
1. Wear tight cloths			
2. Wear safety shoes			

<p>3. Wear gloves</p>	
<p>4. Always place tools to their respective positions</p>	
<p>5. Handle tools and equipment carefully</p>	
<p>6. Never leave chemicals and solvents open</p>	
<p>7. Always follow SOPs</p>	

		Perform Health and Safety	
Module: F	Learning Unit: 2	Use personal protective equipment (PPE)	
	Practical Description:	Selection of personal protective equipment PPE in terms of type and quantity according to work order and verification of PPE to ensure optimum protection in compliance with press room procedures	
Time:	3 min		
Equipment	N/A		
Tools	N/A		
PPE	Tight cloths as per SOP's of press room, Mask, Gloves, safety shoes, First aid box		
Materials	First aid box		
Key Point	Safety First		
Learning Outcome:	<ul style="list-style-type: none"> • Select personal protective equipment in terms of type and quantity according to work orders. • 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. 		
Precautions:	N/A		
Instructions		Illustrations	
1. Wear proper dress			
2. Wear safety shoes			

<p>3. Wear gloves</p>	
<p>4. Check first aid box and its articles</p>	
<p>5. Read carefully the SOPs of PPE</p>	
<p>6. Check whether all the PPE procedure for press room has be compiled</p>	

		Perform Health and Safety	
Module: F	Learning Unit: 3	Identify hazards in printing press	
	Practical Description:	Recognize printing processes, tools, equipment and consumable material that have the potential to cause harm	
Time:	3 hours		
Equipment	Fire extinguisher		
Tools	N/A		
PPE	Proper dress code, safety shoes, safety gloves, mask		
Materials	Copy of SOP's, Copy of safety guide, List of tools and equipment, Machine manual, Chemical, Solvents, First aid box		
Key Point	Recognize hazards		
Learning Outcome:	The learner will be able to Recognize printing processes, tools, equipment and consumable material that have the potential to cause harm		
Precautions:	Ensure safety		
Instructions		Illustrations	
1. Arrange the required tool set equipment in order			
2. Store chemicals and solvents at appropriate place			

3. Segregate the hazardous chemicals, equipment, tools and solvents which have to cause harm



4. Clean the tools after completion of task











5. Store the tools, equipment, chemicals and solvents to their respective places





6. Wash your hands with soap.



		Perform Health and Safety	
Module: F	Learning Unit: 4	Comply with occupational health and safety (OHS) precautions	
	Practical Description:	Comply with health and safety precautions and relevant guidelines and identify OHS hazards in printing press to prevent from potential accidents	
Time:	3 hour		
Equipment	N/A		
Tools	N/A		
PPE	Mask, Gloves, Tight cloths as per SOP's of press room, safety shoes		
Materials	Copy of guideline of safety and health precautions, copy of Occupational health and safety (OHS) hazards SOP's,		
Key Point	Make sure personal safety		
Learning Outcome:	Comply with health and safety precautions and relevant guidelines and identify OHS hazards in printing press to prevent from potential or accidents		
Precautions:	Safety first		
Instructions		Illustrations	
1. adopt proper dress code			
2. Ensure cleaning of surrounding area			
3. Check electric phases and connections			

<p>4. Keep hazardous articles at their proper place</p>	
<p>5. Check the oil level of machine</p>	
<p>6. Arrange tools in order</p>	
<p>7. Ensure safe handling of tools</p>	
<p>8. Remove and dispose of used and waste articles as per SOPs</p>	

		Perform Health and Safety	
Module: F	Learning Unit: 5	Demonstrate Firefighting Skills	
	Practical Description:	Stop fire by applying fire-fighting policies	
Time:	3 hours		
Equipment	Fire extinguisher		
Tools	N/A		
PPE	Safety clothing, safety shoes, safety gloves, First aid box		
Materials	Dust bins, Fire extinguisher		
Key Point	Apply firefighting policies		
Learning Outcome:	<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 when fighting a fire. • Apply the procedure after a fire has been put out as per instruction. 		
Precautions:	Safety first		
Instructions		Illustrations	
1. In case of fire immediately inform supervisor			
2. Act on instructions of supervisor, use fire extinguisher accordingly			

3. Wear necessary dress and article before extinguishing the fire



4. After extinguishing the fire check the press room properly



5. Shift all the undamaged articles to safe place

6. Apply SOPs procedure when fire has been put out

TRAINER'S GUIDELINE

Module-G: Develop Computer Application Skills

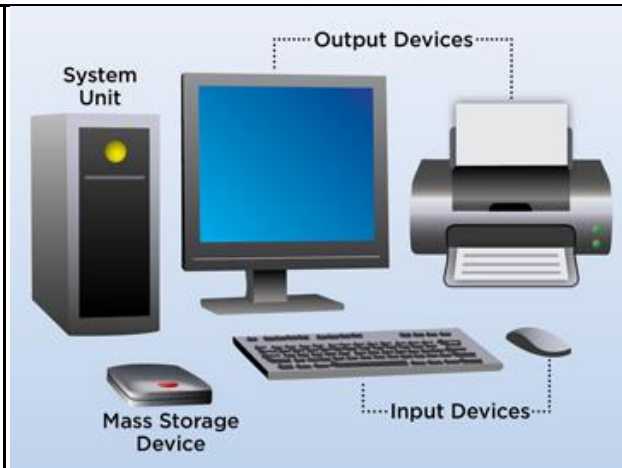
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU-1 Apply Basic computer operation	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">• Discussing the four main functions of computer hardware: input, processing, output, and storage.• Describing major hardware components.	Classroom Computer Lab	Learner's Guide/ Hand Outs Visuals
LU-2 Prepare Word document	<p>Teach the learner the following learning elements through lecture:</p> <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 spread sheets	Classroom Computer Lab	Learner's Guide/ Hand Outs Visuals
LU-3 Prepare spread sheet as per required information	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">• Understand MS Excel to store, organize, and manipulate data	Classroom Computer Lab	Learner's Guide/ Hand Outs Visuals
LU-4 Prepare power point presentation.	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none">• Understand MS PowerPoint to create presentations	Classroom Computer Lab	Learner's Guide/ Hand Outs Visuals

LU-5 Perform email communication	Teach the learner the following learning elements through lecture: <ul data-bbox="518 257 1018 394" style="list-style-type: none">• Express steps of creating new e-mail account• State e-mail writing ethics		
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Develop Computer Application Skills		
Module: G	Learning Unit: 1	Apply Basic computer operation
	Practical Description:	Identify computer components, safety precautions, Maintain workstation, Navigate operating systems, & troubleshooting
Time:	9 Hours	
Equipment	Computer	
Tools	-	
PPE	-	
Materials	Computer & multimedia, Presentations on related topic, Handout on related topic	
Key Point	Proper safety precautions regarding computer system are necessary for users.	
Learning Outcome:	<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 	
Precautions:	Ensure to wear safety shoes and other safety equipment before starting this process	
Instructions		Illustrations

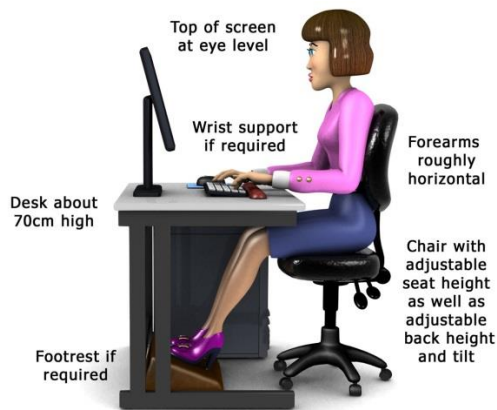
Identify computer system components:

Monitor is used to show display, keyboard is used for typing purpose & preparing documents, mouse is a pointing device and CPU is a central processing unit.



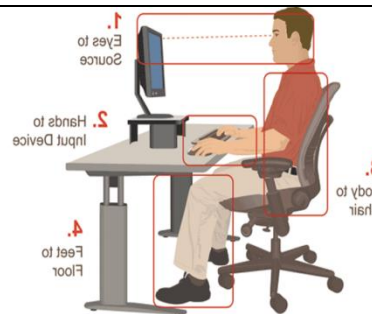
The following precautions associated with computer use must be considered:

- ✓ Remove your watch and jewelry and secure loose clothing.
- ✓ Turn off the power and unplug equipment before performing service.
- ✓ Cover sharp edges inside the computer case with tape.
- ✓ Never open a power supply or a CRT monitors.



Maintain workstation, equipment and supplies

Workstation must be neat and clean, equipment should be on their right places.



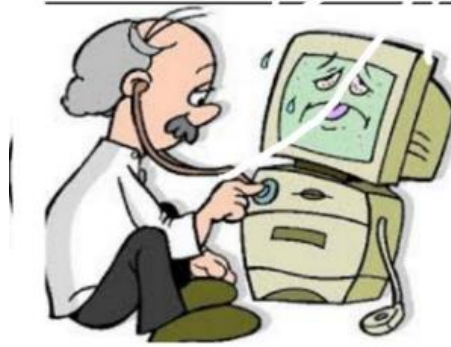
Navigation:

With a computer, navigation refers to the act of opening and moving through computer menus, like the Start menu in Windows, opening software programs, or viewing files in Windows Explorer.



Trouble shooting:

- 1) Free up RAM by closing other open programs.
- 2) Restart the software.
- 3) Shut down and restart your computer.



computer problems:

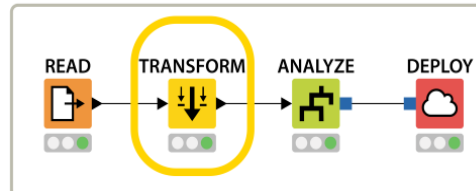
- 1) Unplug and restart your printer.
- 2) Check cables or wireless connection.
- 3) Uninstall and reinstall your printer.
- 4) Install the latest driver for your printer.
- 5) Run the printing troubleshooter.
- 6) Clear and reset the print spooler.
- 7) Fix printer problems after updating Windows 10.
- 8) Change a printer's status to "online".



Manipulation of data:

Data manipulation is the process of changing data to make it easier to read or be more organized.

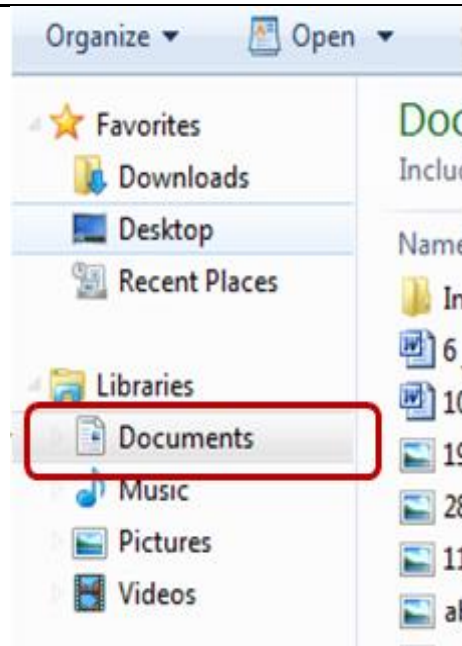
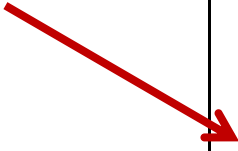
Computers may also use data manipulation to display information to users in a more meaningful way, based on code in a software program, web page, or data formatting defined by a user.



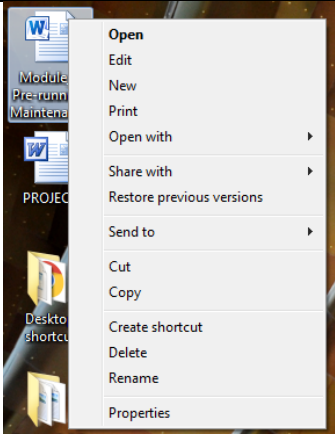
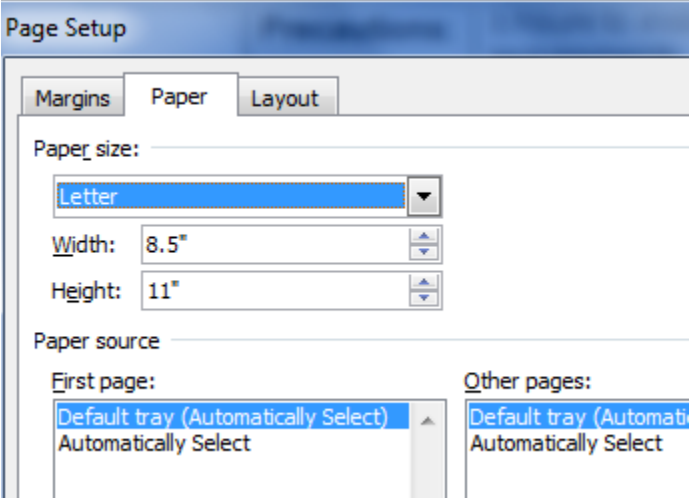
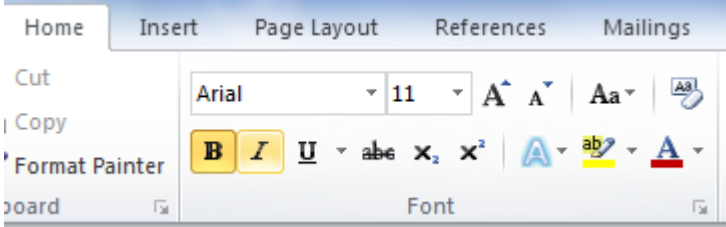
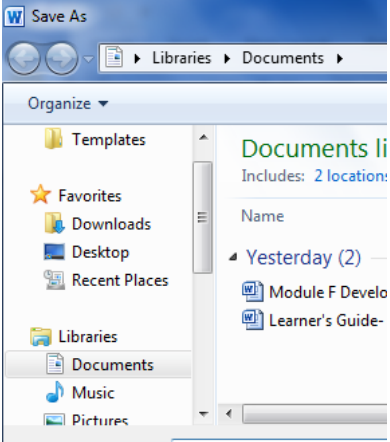
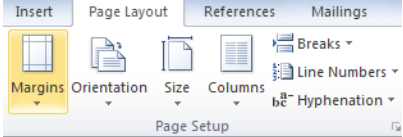
File management techniques:

Place all documents under a single "root" folder.

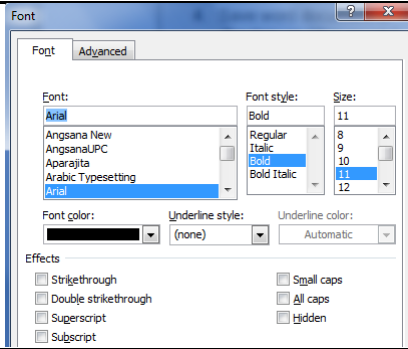
For a single user in a Windows environment, the default location is the My Documents folder.



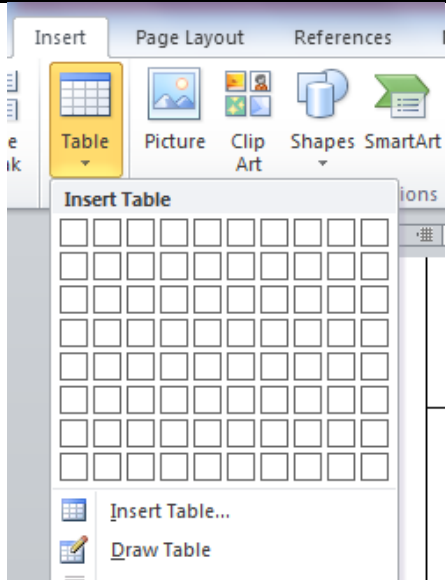
		Develop Computer Application Skills	
Module: G	Learning Unit: 2	Prepare Word document	
	Practical Description:	Set up & describe about page in a word document, Customize basic settings to meet page layout conventions, and overall setting of page	
Time:	9 Hours		
Equipment	-		
Tools	-		
PPE	-		
Materials	Computer & multimedia, Presentations on related topic, Handout on related topic		
Key Point	Word document can smoothly create all types of documents, flyers and brochures		
Learning Outcome:	<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 necessary data • Insert section break in a word document • Set style in word document • Select basic Print settings • Print the document 		
Precautions:	Ensure to install the right version of MS-Office according to the requirements		
Instructions		Illustrations	

<p>1. Open word processing application to add data according to information requirements</p>	
<p>2. Set up page in a word document. Edit word document as required</p>	
<p>3. Use simple formatting tools when creating the document</p>	
<p>4. Save word document to directory as "documents". The user can also change the file name.</p>	
<p>5. Customize basic settings to meet page layout conventions</p>	

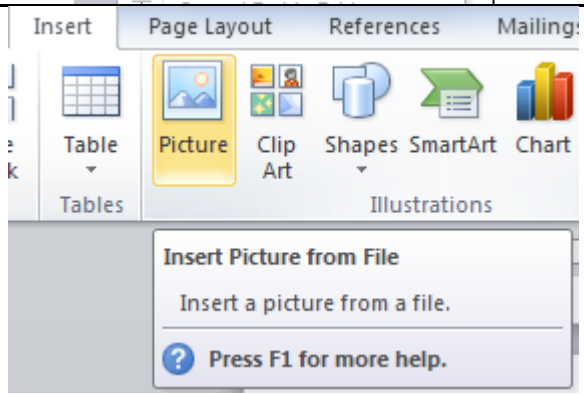
6. Use formatting features and styles as required: Like font theme, font style and font size. It can also be used to change font color, underline style and underline color.



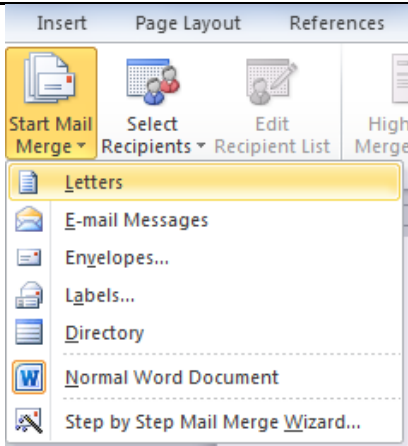
7. Insert table in a word document



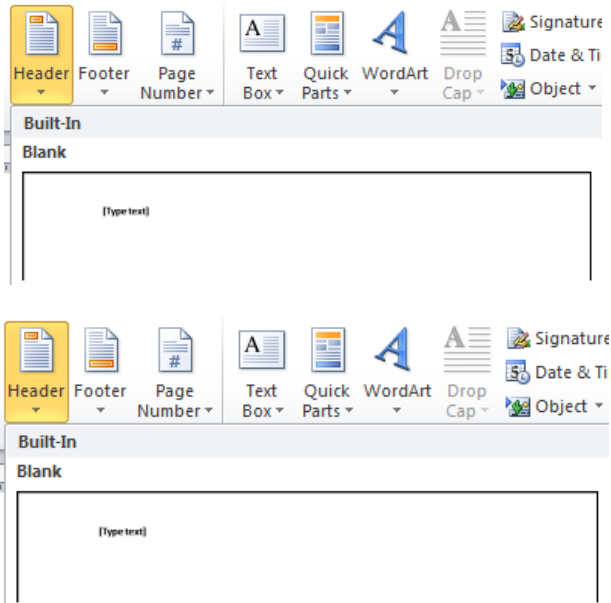
8. Insert appropriate images into document as necessary



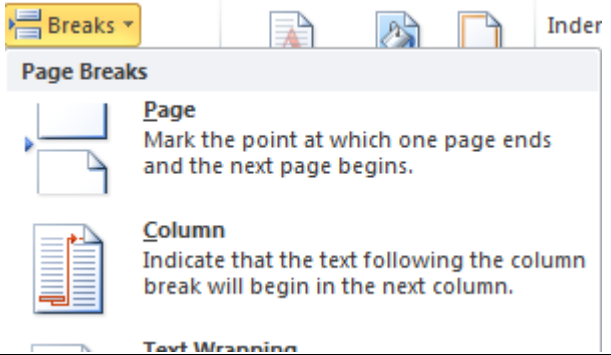
9. Perform mail merge in a word document



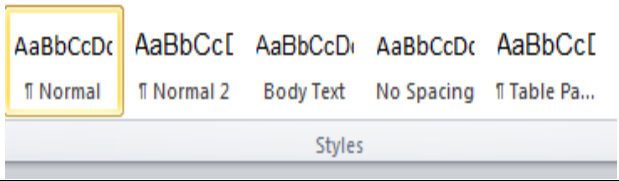
10. Insert header/footer in a word document to incorporate necessary data



11. Insert section break in a word document

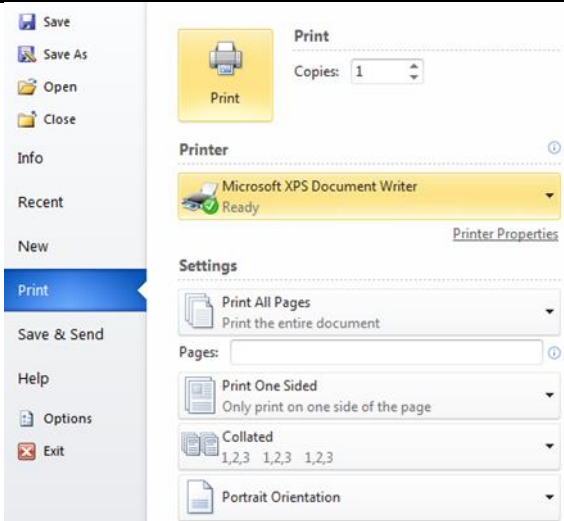


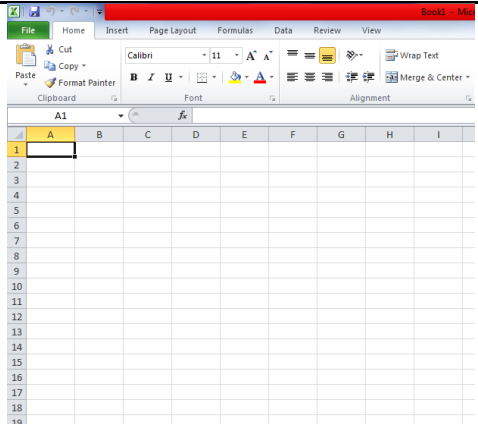
12. Set style in word document;
These are heading styles, are used step by step according to requirement.



13. Select basic Print settings:

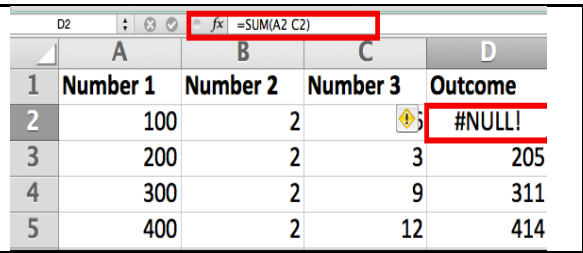
Install printer; check all the necessary setting, place papers in printer, then click the button print.
Print the required document.



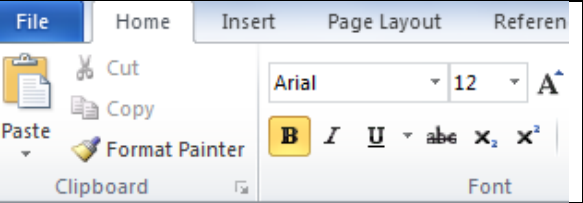
		Develop Computer Application Skills	
Module: G	Learning Unit: 3	Prepare spread sheet as per required information	
	Practical Description:		
Time:	9 hours		
Equipment	Computer,		
Tools	-		
PPE	-		
Materials	-		
Key Point	Spread sheet is well-known for complicated calculations.		
Learning Outcome:	<ul 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 • Incorporate object and chart in spreadsheet • Print spreadsheet 		
Precautions:	Usage of Kerosene oil is prohibited in printing machine. It harms plate, roller, blanket and dampening system.		
Instructions		Illustrations	
<ol style="list-style-type: none"> 1. Create workbook according to information requirements 2. Insert sheet according to information requirements 			

3. Enter basic formulae / functions using cell referencing when required

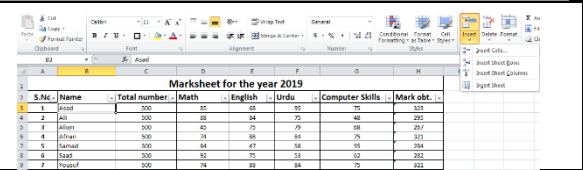
4. Correct formulas when error messages occur



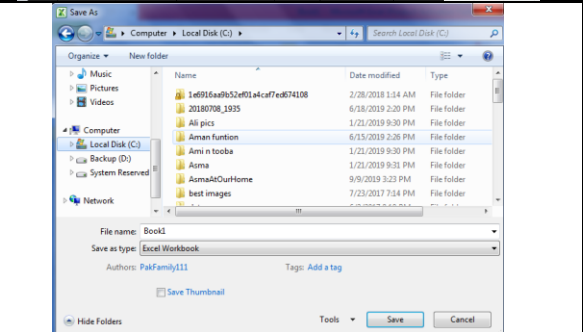
5. Use a range of common tools during spreadsheet development



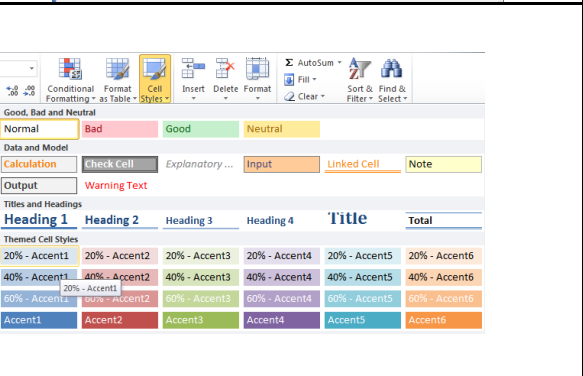
6. Edit columns and rows within the spreadsheet Filter data



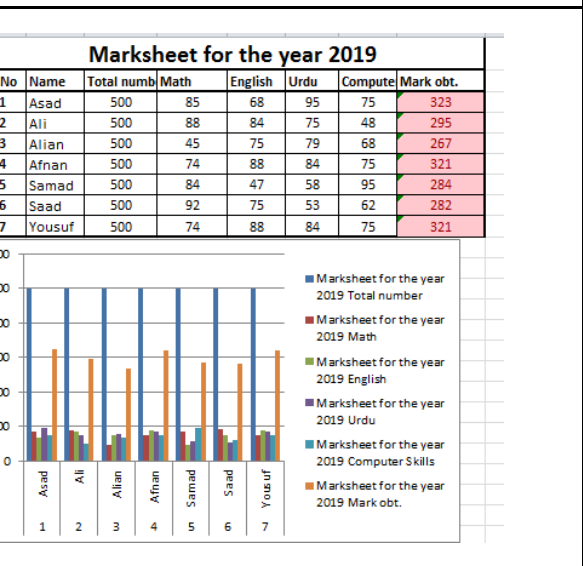
7. Save the spreadsheet to a folder on a storage device



8. Format spreadsheet using formatting features as required



9. Incorporate object and chart in spreadsheet

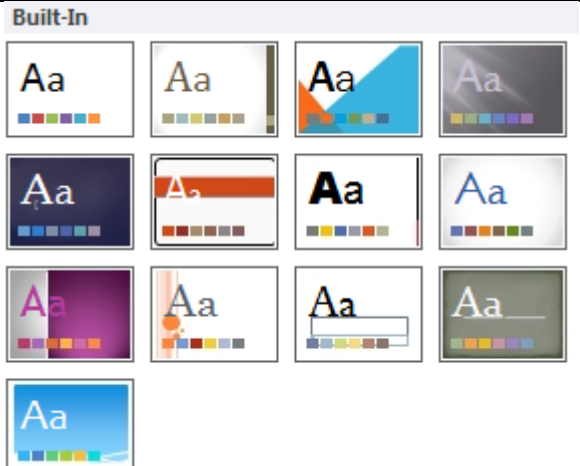
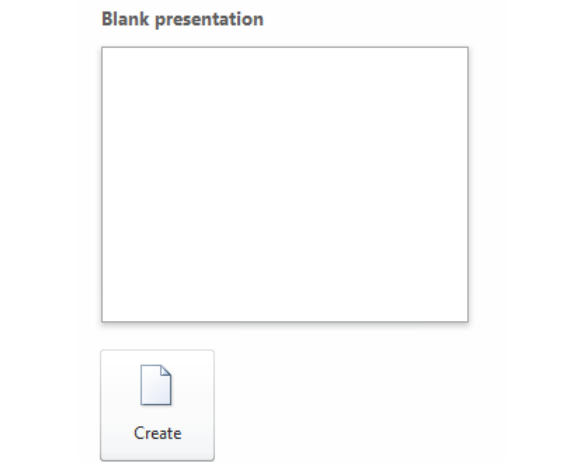
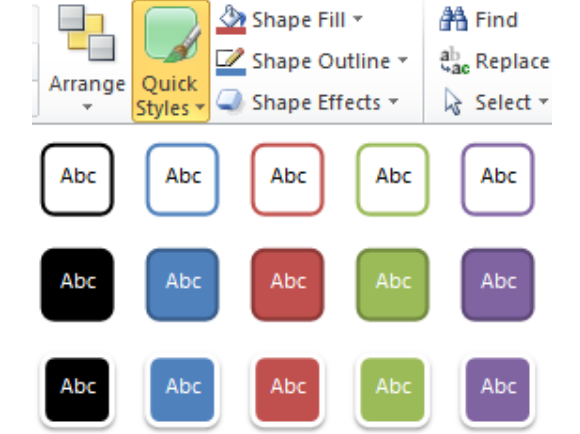


10. Print spreadsheet

The screenshot shows the Microsoft Excel Print dialog box. The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The File ribbon is active, showing options like Save, Save As, Open, Close, Info, Recent, New, Print (highlighted), Save & Send, Help, Options, and Exit. The Print dialog box is open, displaying the following settings:

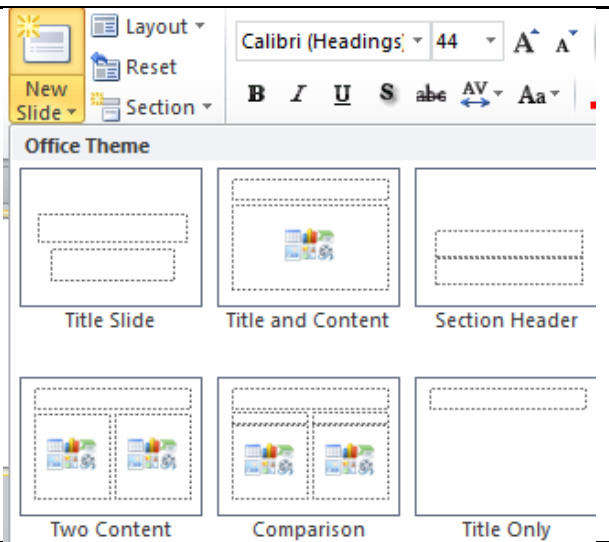
- Print**: A printer icon and a 'Print' button.
- Copies**: A dropdown menu set to 1.
- Printer**: A dropdown menu showing 'Microsoft XPS Document Writer' with a 'Ready' status and a 'Printer Properties' link.
- Settings**:
 - Print Selection**: A dropdown menu set to 'Only print the current selection'.
 - Pages**: A range selector set to '1' to '1'.
 - Collated**: A dropdown menu set to '1,2,3 1,2,3 1,2,3'.
 - Portrait Orientation**: A dropdown menu set to 'Portrait Orientation'.
 - Letter**: A dropdown menu set to 'Letter 8.5" x 11"'. A 'Letter 8.5" x 11"' option is also visible below it.

		Develop Computer Application Skills	
Module: G	Learning Unit: 4	Prepare power point presentation	
	Practical Description:	Prepare presentation using all necessary elements and options	
Time:	9 hours		
Equipment	Computer, handouts, required Slides		
Tools	-		
PPE	-		
Materials	-		
Key Point	Keep your presentation simple. Power point uses slides with a horizontal or "Landscape" orientation.		
Learning Outcome:	<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 		
Precautions:	To keep your audience from feeling overwhelmed, you should keep the text on each slide short and to the point.		
Instructions		Illustrations	

<p>1. Create a simple design for a presentation</p> <p>We can chose different built-in styles from here.</p>	
<p>2. Open blank presentation and add text / graphics</p> <p>When you click on create button, new blank presentation is opened.</p>	
<p>3. Apply existing styles within a presentation</p> <p>We can apply different sort of styles from Quick style button.</p>	

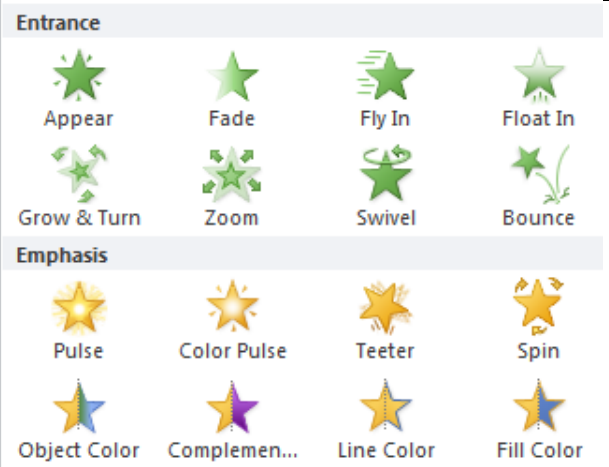
4. Use presentation template and slides to create a presentation

These are also called layout of slide, can be implemented according to requirement.



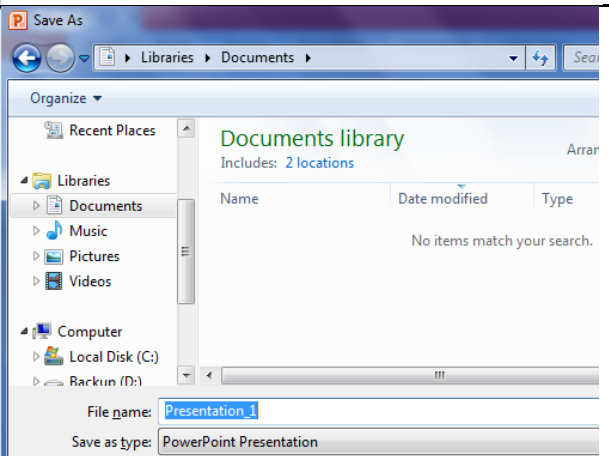
5. Use various tools to improve the look of the presentation

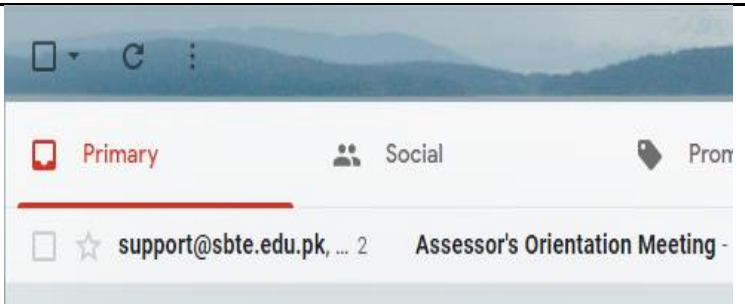
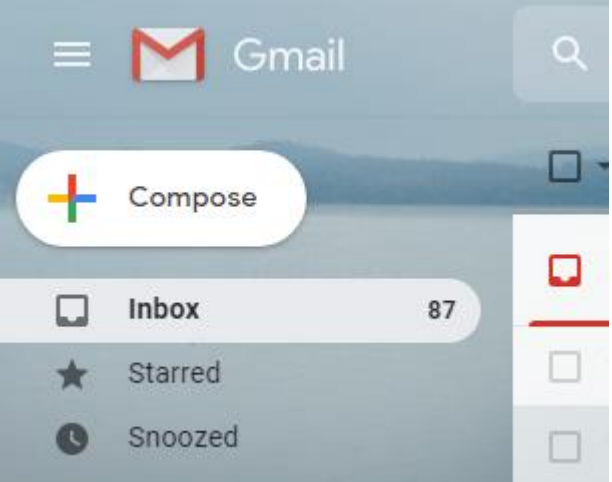
Entrance, Emphasis & other various type of tools can be used to improve the look of presentation.

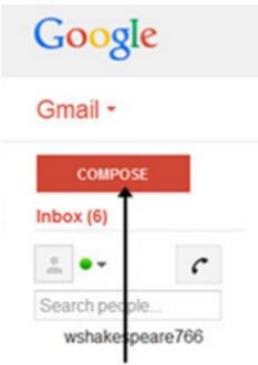


6. Save presentation to the appropriate storage device and folder.

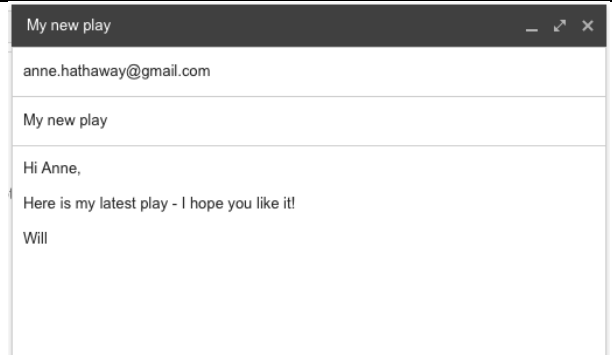
We can type the file name according to requirement and save it to the appropriate folder.



		Develop Computer Application Skills	
Module: G	Learning Unit: 5	Perform email communication	
	Practical Description:	Interpret E-mail received, prepare E-Mail for vendor, and send E-mail to vendor enclosed with picture	
Time:	4 hours		
Equipment	Computer system with internet availability		
Tools	-		
PPE	-		
Materials	-		
Key Point	The quality of printing improves due to proper humidity levels		
Learning Outcome:	<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 		
Precautions:			
Instructions		Illustrations	
<p>1. The email you received lastly will be shown as bold in your inbox. When the user clicks on email, it will be opened, you can read and reply to email as well.</p>			
<p>2. The emails we did not read yet, these all are shown in inbox with bold highlighted headings and the number of unread email will be appeared in the extreme left column well.</p>			

		Develop Computer Application Skills	
Module: G	Learning Unit: 5	Perform email communication	
	Practical Description:	Prepare E-Mail for vendor applying E-mail writing ethics & Send E-mail to vendor enclosed with picture of print	
Time:	5 hours		
Equipment	Computer system with Internet Availability		
Tools	-		
PPE	-		
Materials	-		
Key Point	Composing Email, Attaching Documents, Sending Email		
Learning Outcome:	<ul style="list-style-type: none"> • Prepare E-Mail for vendor applying E-mail writing ethics • Send E-mail to vendor enclosed with picture of print 		
Precautions:	Keep the reliable Internet access		
Instructions		Illustrations	
<ol style="list-style-type: none"> 1. Log in to your email account so that you are on the dashboard (front page) of your mail account. 2. Click Compose. Alternatively, you can reply to an email that you've received by double-clicking on it in your list of received emails, then following the same steps 		 <p>The illustration shows a screenshot of a Gmail interface. At the top, the Google logo is visible. Below it, the Gmail logo is shown with a dropdown arrow. A red 'COMPOSE' button is prominently displayed. Below the button, the 'Inbox (6)' is visible, along with a search bar and a contact name 'wshakespeare766'. A black arrow points upwards from the contact name area towards the 'COMPOSE' button, indicating the action to be taken.</p>	

3. Once your new email is open, type your recipient's email address in the 'To' field. Then put a title for your email in the 'Subject' box and type your message

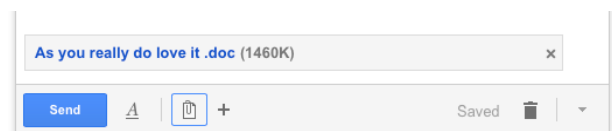


4. Click on the paper clip icon at the bottom of the compose window.
5. Browse through your Windows folders until you reach the document you want to attach to your email. Highlight this by clicking on it and then click **Open**. This will add the document as an attachment to your email.



6. You can tell that your document has been attached to you email by its file name appearing in blue text at the bottom of the compose window.
7. If you want to attach another document, click the paperclip icon again and repeat **steps 4 and 5**.

8. When you're ready to send your email, click **Send**.



IMPLEMENTATION OF CBT PROGRAM

Entry Requirement:

Entry for assessment for this qualification is open for CNIC holders. However, entry in institute for formal Competency Based Training (CBT) in this qualification, the candidate must have Middle School Certificate (Preferable Matric).

Minimum qualification of trainer:

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

Recommended trainer, trainee ratio

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

Medium of instructions:

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

Proposed duration of Training;

Institutional Training: 04 Month

OJT: 02 Month

Scheme of work:

This curriculum comprises of 6 modules.

The recommended delivery time is: 500 hours/50 credit hours.

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

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

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

GENERAL INSTRUCTIONS FOR TRAINER/INSTRUCTOR


Following are some general instructions for Trainers/Instructors:

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

National Vocational and Technical Training Commission (NAVTTTC)

 Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan

 +92 51 9044 322

 +92 51 9044 322

 info@navttc.org

 www.navttc.org