BPIF
TRAINING

DEVELOP TALENT.
REACT TO CHANGE.
STAY COMPETITIVE.
EMBRACE NEW TECH.

Apprenticeships are versatile, serving as pathways for current employees to upskill or as a means to recruit new talent into apprentice roles. We offer top-tier, cost-effective solutions aimed at cultivating a skilled and sustainable workforce tailored to the long-term success of your company

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TRAINING

PRINT OPERATIVE APPRENTICESHIP

This occupation is found in the print and graphics communication sector. It may be found in printing, packaging, creative and design industries. This can include:

- Magazines, newspapers, books and posters
- Cartons, packaging, signs and banners
- Personal gifting, such as calendars, photo books & greeting cards
- Functional printing onto materials other than paper, such as plastics, electronic circuits, textiles and many other materials
- Physical printed security products such as passports, ID cards, banknotes and credit cards

Level: 2 (Equivalent to GCSE)

Typical Duration: 24 months

Maximum Funding: £8,000

COURSE INCLUDES:

The broad purpose of the occupation is to assist in the production of a printed product or component. Print operatives read and understand work instructions, use relevant print equipment, carry out checks before and during the process. They update all paperwork and check that the final output meets the specification.

TYPICAL JOB TITLES INCLUDE:
Artworker | Digital Print Operator | Operative | Flexo Operator
Finishing Assistant/Operator | Gravure Operator | Press Assistant
No 2 Printer | Post-press Operative | Pre-press Assistant
Pre-press Operative | Press Operative | Finisher | Print Assistant
Print Operative Printer | Production Worker | Studio Assistant

BENEFITS

BENEFITS FOR EMPLOYERS INCLUDE:

- Develop greater strategic thinking
- Improved business performance
- Increased motivation for delegates
- Helps with career progression planning
- Helps with succession planning
- Develop improved communication and interpersonal skills
- Visible commitment and investment for delegates and their teams
- Delivered digitally by an experienced team of trainers using government funding

BENEFITS FOR EMPLOYEES INCLUDE:

- Improved knowledge, skills and behaviours to improve performance
- Help with career progression
- Increased job satisfaction
- Increased confidence
- Raised profile within your organisation
- Platform for further learning and progression
- Recorded workshops that fit in around your working pattern
- Connected learning tracked digitally by an online portfolio

94%
of Employers felt that BPIF Training delivers training that is up-to-date, relevant and meets industry standards.
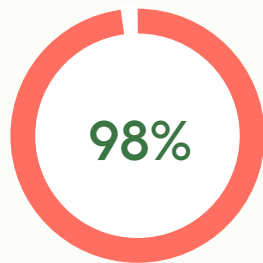
98%
of Apprentices would recommend BPIF Training to a friend.

100%
of Employers would recommend BPIF Training to another employer.

WHAT ARE THE KEY SKILLS YOU HAVE ACQUIRED DURING YOUR APPRENTICESHIPS?

My practical skills on the machine that I am left with the responsibilities to run has grown so much that I am now a trusted operator who runs the machine every day, completing a range of jobs and tasks. My communication between my team members is clear, and I have confidence that I can complete an job to a high quality.

KNOWLEDGE, SKILLS & BEHAVIOURS

Each Print Operative will be competent in the following KSB's:

KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- Health and Safety practice and responsibilities: risk assessments, risk control, Personal Protective Equipment (PPE), manual handling and ergonomic practice
- Health and Safety regulations and procedures: Health and Safety at Work Act, Control of Substances Hazardous to Health (COSHH)
- Environment and sustainability: Environmental Protection Act, consequences of waste disposal (landfill), energy efficiency
- Printing and Graphic Communication Industry and its markets
- Print industry: how organisations vary regarding their work, culture, values and production processes
- Print industry practices and processes: printing, quality assurance, materials and colour management
- The end-to-end production cycle, quality requirements, deadlines and targets, performance rates (efficiency)
- Works instructions purpose and requirement: the different variables within materials, colours, machine and wastage
- Problem solving techniques: identifying issues and developing solutions for print machinery, digital tools and online services
- Data security standards: management of information, data and content in line with General Data Protection Regulations (GDPR)
- Equality & diversity in the workplace
- Work area maintenance and efficiency: 5S (sort, set in order (or simplify and straighten), shine, standardise and sustain)
- Option I: Pre-Press Operative. Output image carrier techniques for onward production: print ready electronic files, plate, cylinders and screens
- Option I: Pre-Press Operative. Techniques for the receipt, checking and processing of digital files: print ready permanent data files (PDFs), database, colour and ink profile files
- Option I: Pre-Press Operative. Digital files checks, techniques for solving issues with software and workflow management: colour profiling and data integrity
- Option I: Pre-Press Operative. Proofs: techniques for creating proofs from client files

- Option I: Pre-Press Operative. Calibration methods for proof production equipment
- Option I: Pre-Press Operative. Software packages for pre-press, design or workflow tasks
- Option 2: Press Operative. Print presses: methods for the preparation, set up, and shutting down of machinery
- Option 2: Press Operative. Properties and structures of materials, inks, toners, blankets, plates, cylinders and the various chemicals required for print operation and maintenance
- Option 2: Press Operative. Safe handling, storage and packaging procedures for print materials and chemicals
- Option 2: Press Operative. The maintenance requirements and risks for print machinery
- Option 3: Post-Press Operative. Print finishing terminology: fold types and ways of conversion of sheets into products
- Option 3: Post-Press Operative. Properties of printing materials, adhesives and chemicals: uses and benefits for paper, adhesive, laminate
- Option 3: Post-Press Operative. Print finishing equipment, the various types and what it would be used for including any particular safety aspects
- Option 3: Post-Press Operative. The maintenance requirements and risks for finishing equipment

SKILLS - COMPETENT TO DO THE FOLLOWING:

- Read, interpret and follow information, for example, printing instructions and specifications
- Inspect work against specifications and quality standards, for example, works instructions, colour standard, materials or files received
- Record information: digital or manual
- Follow health and safety regulations, legislation and procedures: PPE, manual handling and ergonomic practice
- Follow environmental and sustainability regulations and procedures

SKILLS CONTINUED...

- Communicate with colleagues: written, verbal or digital. For example, using digital tools such as email, Information technology (IT) telephony, social media, multi-media, video, infographics
- Implement solutions as developed by management or supervisors
- Identify and report production issues. For example, missing fonts, incorrect materials supplied, wrong adhesive indicated
- Option 1: Pre-Press Operative. Select and use software packages for pre-press, design or workflow tasks. For example, MS Office or equivalent, PDF workflow such as 'Screen True-flow', 'Adobe InDesign', 'Adobe Illustrator' and ERP system such as 'Tharstern'
- Option 1: Pre-Press Operative. Select, check and use equipment for the production of a printed or digital 'proof'
- Option 1: Pre-Press Operative. Calibrate proof production equipment
- Option 1: Pre-Press Operative. Select, check and use equipment for the production of plates, screens, output files and materials
- Option 2: Press Operative. Identify and set up printing presses
- Option 2: Press Operative. Conduct and log first line preventative maintenance. For example, clean and lubricate printing equipment
- Option 2: Press Operative. Inspect the quality of print output during production run. For example, colour management, print resolution and product consistency
- Option 2: Press Operative. Follow print press shut down procedures
- Option 3: Post-Press Operative. Identify, set up and load finishing equipment with materials. For example, guillotines, stitching-trimming machinery, binding machinery, laminating equipment, die-cutters
- Option 3: Post-Press Operative. Conduct and log first line preventative maintenance. For example, clean and lubricate Post Press finishing equipment
- Option 2: Press Operative and Option 3: Post-Press Operative. Prepare print material for the next stage in production. For example, palletising; ensuring all material laid in the same direction, boxing, labelling
- Option 2: Press Operative and Option 3: Post-Press Operative. Identify and segregate printed materials into those for use in the next stage of production and those for recycling or disposal
- Option 3: Post-Press Operative. Inspect the quality of the finishing and report any issues arising during the process. For example, misalignment or gathering

BEHAVIOURS - LEARN TO DO THE FOLLOWING:

- Prioritise health, safety, environment and sustainability at all times
- Adapt to changing priorities. For example, working requirements and new technologies
- Team focus. Takes responsibility for completing tasks, completes actions within limits of authority without direction and asks for help where required.
- Act professionally, for example wears work attire according to the company requirements, respectful, maintains security of business specific and personal data
- Self-motivated, manages own time effectively, takes responsibility to complete the task or job
- Committed to continuous professional development

DELIVERY PLAN MAP

An example of an individualised learning plan, delivered by BPIF Training L2 Print Operative Pre Press

BPIF TRAINING

	MONTHS 1-2	MONTHS 3-4	MONTHS 5-6	MONTHS 7-9	MONTHS 10-11	MONTHS 12-14	MONTHS 15-16	MONTHS 17-20	MONTHS 20-22	MONTHS 22-24
UNIT(S) ASSIGNMENT & CRITERIA	1 Health & Safety, Environmental & Sustainability	2 Organisation relationships and company's position within the wider industry	3 Communication & Professionalism Organisation relationships and company's position in the wider industry	4 Quality (problem solving) Apprentice understands problem solving approaches and how to apply in the workplace	5 GDPR and Data Processing	6 Quality Control (including maintenance)	7 Option 1 Pre Press Operative	7 Production of Image Carrier	7 Digital File Checks	1,2,3,4,5,6.7 EPA Preparation
PLANNED OFF THE JOB HOURS	71	68	65	70	60	66	74	60	60	30
TOTAL	624									

COURSE SUPPORT

The course consists of the following support:

- Planned online workshops and regular formal reviews
- Bespoke programme to cater for slower and faster achieving learners
- One-to-one sessions to meet the needs of individual learners
- Helps with career progression planning
- Telephone, email and video support - 5 days a week
- Access to the Virtual Learning Environment (VLE) - 7 days a week

- An assigned personal tutor
- Access to the E-Portfolio System - 7 days a week
- Access to the Maths and English E-Learning System - 7 days a week
- Access to the BPIF Skills Hub E-Learning System - 7 days a week
- Specialist support for learners with special educational needs and/or disabilities

TRAINING PROGRAMMES AT BPIF TRAINING

BPIF Training specialises in delivering practical training tailored to the specific needs of the modern printing industry. Our training programmes, designed specifically for the printing sector, have been rated as 'Good' by Ofsted. With our work-based apprenticeships, there's no need for apprentices to attend college on a day-release basis.

A dedicated training coordinator provides support to both employers and apprentices throughout their learning journey, ensuring personalised assistance for various learner requirements and guaranteeing the development of skills crucial for your business. Continuous access to progress updates via online portfolios is available around the clock for both employers and apprentices. Moreover, our Virtual Learning Environment and Online Classrooms offer access to top-quality learning resources.

Mathematics and English skills are indispensable in the workplace, and these qualifications remain mandatory for all apprenticeships. BPIF Training offers support to apprentices lacking these qualifications, assisting them in reaching the required standard based on their individual starting points.

Employers remain actively involved in monitoring their apprentice's progress throughout the training period. At the programme's conclusion, a formal end-point assessment is conducted as per the standard requirements. Prior to this assessment, a review involving the employer, apprentice, and training coordinator ensures unanimous agreement on the apprentice's readiness to successfully complete it.

BPIF Training is dedicated to supporting both employers and apprentices through this new standard, enabling the development of a highly skilled workforce.

BPIF TRAINING

HIGH QUALITY TAILORED TRAINING PROGRAMMES THAT WILL MEET YOUR INDIVIDUAL NEEDS WHILST ENSURING THAT IT MEETS ALL THE REQUIREMENTS OF THE STANDARD.

FOR MORE INFORMATION

To find out more on the Print Operative Apprenticeship, please contact our team at training@bpif.org.uk or call us on 01676 526 060.

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