



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

SIGNAGE TECHNICIAN

Our Signage Technician Apprenticeship covers the design, manufacture, Fabrication and installation of signage including:

- ◆ Vehicle signage including wraps
- ◆ Freestanding signs and displays including pavement signs and exhibition displays
- ◆ Post mounted signage including road signage, directional, traffic signs, gantry signs.
- ◆ Building signage for example, entry & exit signs, health and safety signs, fascia signs, window signs and manifestations

Level: 3 (Equivalent to ALevel)

Typical Duration: 24 months

Maximum Funding: £10,000

KEY THEMES INCLUDE:

- ◆ Reviewing the customer brief and undertaking site surveys
- ◆ Preparing signage illustrations, costings and quotes.
- ◆ Designing signage using graphic design software (CAD).
- ◆ Manufacturing signs using machinery, equipment and/or tools.
- ◆ Organising signage work activities, ensuring machinery, tools, equipment, materials and work-space are available and resolve any issue
- ◆ Perform finishing operations on signs. For example, trimming, cleaning and adding fixing features such as eyelets, hinges and brackets.
- ◆ Conducting quality assurance checks and rectify or report issues.
- ◆ Preparing pre-fabrication files and instructions for signage production and manufacture.

TYPICAL JOB TITLES INCLUDE:

Graphic Sign Maker | Graphics Installer | Large Format Printer | Letter Maker
Neon Glass Bender | Production Department | Road Sign Maker/Fitter
Sign Designer | Sign Installation Technician | Sign Writer | Signage Fitter
Transport and Vehicle Wrapper | Vinyl Applicator | Wide Format Printer



BENEFITS

BENEFITS FOR EMPLOYERS INCLUDE:

- Flexible blended delivery by an experienced training coordinator
- Development of soft skills alongside technical skills
- Develop a skilled and qualified workforce
- Improve innovation and productivity
- Pipeline of future leaders
- Long-term success

BENEFITS FOR EMPLOYEES INCLUDE:

- Gain hands-on experience and develop practical skills
- Increased personal development
- The opportunity to contribute to innovation
- Gain an understanding of the wider industry
- Access to a network of professionals within your industry
- Increase your earning potential



of Employers felt that BPIF Training delivers training that is up-to-date, relevant and meets industry standards.



of Apprentices would recommend BPIF Training to a friend.



of Employers would recommend BPIF Training to another employer.

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



I've learned how to translate customer briefs and the process of undertaking a survey at their sight. I understand that every work activity needs to be organised to ensure optimal quality and resolve any issues that might arise.



KNOWLEDGE, SKILLS & BEHAVIOURS

Each Signage Technician will be competent in the following KSB's:

KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- The signage industry: types of markets/customers and different types of signs produced and their use: vehicle signs, wraps and graphics, window graphics, building frontage signs (sign trays, projecting signs, flat panels), post mounted signs (totem's and road signage), street furniture and pavement signs, point of sale, floor graphics, exhibitions and displays, built up 3D letters, flat cut letters, health and safety warning signs, plaques and nameplates, information signs, road traffic signs (standards, chevrons, directional, advanced directional and gantry signs). Option for signage illumination by a variety of means.
- Regulations and guidelines: British Standards for Signage BS559 2020, Consumer Rights.
- Materials used in sign-making; their uses and characteristics, including self-adhesive vinyls (monomeric, polymeric, cast, reflective/fluorescent, grades of vinyl), self-adhesive laminates, adhesives for different applications (removable, permanent, high tack), banner material (scrim and mesh, total block out), wallpapers (self-adhesive and pastable), card, rigid substrates, plastic and metals (PVC, foamed PVC, acrylic, resin, fluted PVC, polycarbonate), aluminium composite material, aluminium (panels and extrusions), steel, fibreglass, soft signage (polyester fabric) and paint, powders and ink. Illumination (LED, Neon).
- Health and safety regulations and requirements: Health & Safety at Work Act 1974, manual handling, Control of Substances Hazardous to Health (CoSHH), Working at Height, Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment (PPE), Risk assessments, method statements.
- Environmental policy and requirements: Environmental Protection Act 1990. Sustainability. Disposal of waste, segregation of recyclable materials.
- Machinery, tools and equipment used in sign-making – their purpose and use: Inkjet printers (roll fed or flat bed), vinyl cutters/plotters, laminators (roll fed and table), Flat bed cutters, routers, laser cutters, engraving and etching machines, 3D printers, spray equipment, screen print equipment & guillotine. Portable Appliance Testing requirements.
- Information technology: Management Information Software, Computer Aided Design and Manufacture.
- Colour management and coding references: Pantone, RAL (European colour

- matching system), Cyan Magenta Yellow Black (CMYK), Red Green Blue (RGB).
- Design principles: layout, colour selection, positioning, scale and proportion.
- Installation techniques: self-adhesive vinyl application (vehicle wrap, windows, substrates), screw or resin fixing, concrete post fixing, channel and clip post fixing, wallpaper (self-adhesive and pastable), electrical. Site survey requirements.
- Commercial operations: costing and quotation considerations and requirements.
- Planning techniques; work scheduling.
- Communication techniques – verbal and written. Signage terminology.
- Documentation requirements: client records, works order/job bag, invoices. General Data Protection Regulation (GDPR).
- Quality assurance requirements.
- Equality and diversity in the workplace.

SKILLS - COMPETENT TO DO THE FOLLOWING:

- Conduct site survey.
- Calculate costs and prepare quotations.
- Plan and schedule work.
- Prepare for signage work.
- Use graphic design software to design signage.
- Create pre-fabrication files/instructions.
- Select and use materials and components.
- Assemble signs.
- Trim, clean and add fixing features to signage such as eyelets, hinges and brackets, as required.
- Protect materials and signs to prevent damage during manufacture, transportation and storage.
- Apply, install or erect signs.
- Check signage materials and products against quality requirements.
- Identify and document risks and hazards in the workplace; advise on and apply control measures.
- Comply with health and safety regulations and requirements.
- Comply with organisational and statutory environmental and sustainability considerations: safe disposal of waste, recycling of materials and efficient use of resources.
- Select, set up, complete pre-checks and operate sign-making machinery, tools and equipment.
- Maintain work area, tools and equipment for example, charge batteries and sharpen blades.
- Use access equipment in the installation process, for example ladders, fixed and mobile platforms.
- Communicate with colleagues and/or stakeholders – verbal, written or electronic; use industry terminology.
- Complete documentation for example job sheets, maintenance records.
- Rectify or report issues.
- Interpret information, for example customer briefs, specifications and work instructions.

BEHAVIOURS - LEARN TO DO THE FOLLOWING:

- Prioritises health, safety and the environment.
- Acts professionally, for example represents employer well, uses appropriate language, neat and tidy in appearance and takes account of equality and diversity considerations.
- Takes responsibility, for example completes work with minimal supervision, knows own limitations and asks for help where required.
- Team player, for example keeps colleagues informed and supports colleagues to complete work and develop.
- Adaptable, for example to changing priorities and deadlines.
- Committed to continued professional development, for example keeps up to date with developments in the industry.

DELIVERY PLAN MAP

An example of an individualised learning plan, delivered by BPIF Training L3 Signage Technician

	MONTHS 1-2	MONTHS 3 - 4	MONTHS 5 - 6	MONTH 7 - 9	MONTHS 10 - 12	MONTHS 13 - 14	MONTHS 15 - 16	MONTHS 17 - 18	MONTHS 19 - 21	MONTHS 22 - 24
UNIT(S) ASSIGNMENT & CRITERIA	1 Apprentice understands health & safety	2 Apprentice understands the signage industry	3 Apprentice understands communication techniques and the reasons for clear communication	4 Apprentice understands legislation in relation to signage and the industry	5 Apprentice understands the materials used in signage production	6 Apprentice understands documentation and Quality assurance processes	7 Apprentice understands the planning stage	8 Apprentice can create the signage	9 Apprentice can Fit the signage	10 Project and EPA Preparation
PLANNED OFF THE JOB HOURS	66	50	50	50	63	94	73	84	63	31
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 Signage Technician Apprenticeship, please contact our team at training@bpif.org.uk or call us on 01676 526 060.



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