



**PRE-PRESS SENIOR MACHINE OPERATOR – MQF/EQF
LEVEL 3
INFORMATION HANDBOOK**

ON

**The process of validation of informal and non-formal
learning for Pre-Press Senior Machine Operators**

The Assessment Board:

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Pre-Press Senior Machine Operator validation process. Successful candidates acquire an *Award as Pre-press Senior Machine Operator* pegged at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework.

Eligibility:

Candidates who are interested in acquiring the *Award as Pre-press Senior Machine Operator* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years experience** in the respective field. This is in line with S.L. 327.432 of 2012 which regulates the Validation of Informal and Non-formal Learning. The Assessment Board may request a reference letter to confirm the years of experience claimed by the candidate and reserves the right to contact the Institution and/or referee at will.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

Initial Assessment Plan:

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award in Pre-press Senior Machine Operator* and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

Assessment Criteria:

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards by clicking [here](#).

PRESMO 301: IMPROVEMENT OF INDIVIDUAL AND TEAM PERFORMANCE

1. Evaluate and develop individual skills and expertise:
 - a. Seek constructive feedback from others on how personal performance at work could be improved.
 - b. Identify with the superior areas for development to maintain and improve personal skills and expertise.
2. Improve customer service delivery:
 - a. Check that the given service meets customers' needs and expectations.
 - b. If applicable, identify how the service to customers could have been improved.
 - c. Share relevant information with others in the team to improve the organisation's customer service delivery.
3. Improve quality, productivity and team working within the organisation:
 - a. Periodically identify possible improvements to the quality of the organisation's products, services, or productivity as a result of improvements with regard to personal skills or expertise, team's systems or procedures of work, and team's resources.
 - b. Liaise with the management on improvements identified in relation to quality, productivity, and teamwork.

PRESMO 302: MAINTAIN EQUIPMENT IN WORKING ORDER

1. Plan cleaning operations to balance maintenance and production requirements.
2. Obtain the correct materials and equipment needed for maintenance.
3. Communicate clearly with colleagues to ensure:
 - a. maintenance programme is done on time;
 - b. cleaning materials and equipment are used in a way to minimise waste, and pollution;
 - c. cleaning agents and waste materials are disposed of correctly;
 - d. machines are free from waste and cleaning materials following maintenance or cleaning operations;
 - e. machines are safe to operate following maintenance operations.

4. Safely diagnose and correct machine faults that are within the job's responsibility.
5. Promptly report machine faults which fall outside the job's responsibility.
6. Report accurately the estimated down time needed to rectify those faults, which are stopping production.
7. Report accurately the details of machine faults and production downtime.

PRESMO 303: POSSESS ADVANCED KNOWLEDGE OF PRINTING MATERIALS, PRESS AND POST – PRESS PROCESSES

1. Distinguish between the different forms of communication technologies (print, electronic and multimedia).
2. Distinguish between the differences in paper substance, caliper, size, and grain direction.
3. Comply with the processing line from pre-press to post-press in the company and identify the various processes used in the company.
4. Ensure that the behaviour of screen ruling is according to the substrate being printed in relation to dot gain and trapping problems.
5. Identify the production requirements of press and post-press processes to be able to ensure that outputted work is according to specifications to meet these production and job requirements

PRESMO 304: CONTROL THE OPERATION OF PRE-PRESS MACHINES

1. Check the job specifications and identify the plates and materials to be used for the job.
2. Locate and retrieve the correct plates for the job according to company's procedure.
3. The action of exposure light, developing chemicals and protection solutions to the creation of image and non-image areas and to protect the plate after pre-press processing.
4. Handle the plates carefully to avoid damaging the carriers or the surfaces.
5. Protect the plates for storage and use company's procedure to store the plates efficiently.
6. Deal with problems relating to machine faults or material supply and report accordingly.
7. Ensure that the equipment is safe and ready for production.
8. Stop the machine in an emergency.
9. Make use of the appropriate computer software to send, receive or retrieve data files from customers.
10. Assess received artwork files to see if there are any major mistakes including missing or corrupt images, fonts, etc.
11. Send the approved output file to the destination device to create separations.
12. Check that all the elements of the job appear on the correct separations and rectify any mistakes.
13. Troubleshoot problems that occur with the system both in hardware and software and report to superiors if necessary.

14. Analyse the digital files and determine whether there are any inconsistencies such as differing colour spaces, missing fonts, low resolution images, lack of bleed, trapping, overprinting, wrong sizes, wrong outputting resolution, etc.
15. Use software to correct minor problems wherever possible without having to refer the digital file back to the originator.
16. Produce accurate 'contact proofs' from final artwork by means of approved software and hardware which is duly certified as being capable of producing colour calibrated 'contact proofs' and carefully inspect the proof and identify the defects.
17. Perform manual or computer aided imposition of the digital files to produce imposed file ready for output according to the job and production requirements.
18. Output the approved file via the image or plate-setter.
19. Examine output to check if it matches with job specifications or accepted proof for the job.
20. Control the safe use of equipment and chemicals in the pre-press section.
21. Identify the person(s) who can advise on the job requirements and report back according to company's procedure.
22. Identify the processing and mechanical faults which:
 - a. affect the quality of the image;
 - b. produce shortfall in output;
 - c. create risks to health and safety.
23. Promptly rectify or report faults and give constructive help to colleagues through:
 - a. providing information about the faults, and its effects;
 - b. controlling the safety of the machine for fault correction to proceed.
24. Check that the machine is safe to operate once faults are corrected.

Mode of Assessment:

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

A. Practical Work

Practical work could be assessed by a task created to simulate the work environment. During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment can either be held in a simulated workshop or on site. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might need to be scheduled.

B. Knowledge and Understanding

Candidates will be assessed on knowledge and understanding orally during an interview and/ or in writing through a written test paper.

C. Interview to verify product evidence and supplementary evidence

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates are encouraged to present photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with MFHEA. The result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

Resits:

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The areas of further development may include:

- Health & Safety Course (Safety Card)
- MCAST / Jobsplus Training Programmes
- On-Site Training
- Evidence of Training

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit.

Appeals:

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.