



**PRE-PRESS SUPERVISOR – MQF/EQF LEVEL 4
INFORMATION HANDBOOK**

ON

**The process of validation of informal and non-formal
learning for Pre-Press Supervisors**

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 Supervisor validation process. Successful candidates acquire an *Award as Pre-press Supervisor* pegged at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework and which is endorsed by the Malta Further and Higher Education Authority (MFHEA).

Eligibility:

Candidates who are interested in acquiring the *Award as Pre-press Supervisor* 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 Supervisor* 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 from the following link:

<https://ncfhe.gov.mt/en/services/Documents/NOS%20for%20Supervisor%20MQFLEVEL%204.pdf>

PRES 401: IMPROVEMENT OF INDIVIDUAL AND ORGANISATIONAL PERFORMANCE

1. Supervise and lead work colleagues in improving personal and team performance
2. Work and communicate effectively with customers for their satisfaction
3. Regularly plan, implement, review and evaluate the success of objectives designed to improve individual, team and organisation's performance.

PRES 402: IMPLEMENT MAINTENCE PROGRAMME OF EQUIPMENT

1. Ensure that the team carries working practices using the appropriate equipment
2. Supervise the cleaning and maintenance of equipment
3. Enforce the disposal of waste materials and cleaning agents in safe manner
4. Regularly plan, implement, review and evaluate maintenance programmes of equipment in line with the requirements of production.

PRES 403: POSSESS EXPERT KNOWLEDGE OF PRINTING, MATERIALS, PRESS ANDPOST-PRESS PROCESSES

1. To explain the different types of modern printing technologies
2. To demonstrate the work and communicate effectively with customers for their satisfaction
3. To comply with the processing line from pre-press to post-press

PRES 404: CARRY OUT AND SUPERVISE PRE-PRESS PROCESSES

1. Ensure the safe handling, use and storage of printing components
2. Manage the team and plan production schedules
3. Control and record assurance details and the availability of parts and consumables

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.