

PRINT MEDIA TECHNICIAN PROGRAMME - TIMETABLE
SEPTEMBER 2023



| Module | Module Title | Topics Covered |
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| 01 – September 2023 | Induction, Employment Rights and Responsibilities & Principles of Health and Safety | <ul style="list-style-type: none"> ➤ Programme aims, durations, roles, and responsibilities & assessment ➤ The print industry and its purpose ➤ Health and safety acts, regulations & guidelines ➤ Health risks in the printing industry, risk assessments & safe working practices |
| 02 – October 2023 | Understanding working practices in the Print Working Environment | <ul style="list-style-type: none"> ➤ Print Processes (Screen printing, lithography, flexography, gravure, digital, offset) ➤ Principles and products produced by each ➤ Advantages & disadvantages of each process ➤ Stages of print production workflow |
| 03 – November 2023 | Understanding working practices in the Print Working Environment | <ul style="list-style-type: none"> ➤ Departments & job roles within the print industry ➤ Products produced across the print industry ➤ Equipment used across the industry and its purpose ➤ Own role within the print industry |
| 04 – December 2023 | Understanding working practices in the Print Working Environment | <ul style="list-style-type: none"> ➤ Printing Industry customer base ➤ Customer service within the print industry (internal & external) ➤ Maintaining positive working relationships ➤ Resolution of problems ➤ Confidentiality in the print industry |
| 05 – January 2024 | Understanding Digital Artwork | <ul style="list-style-type: none"> ➤ Hardware available for producing digital artwork and the purpose & function of each ➤ Function and purpose of software including photo editing, word processing, drawing & illustration, pre-flight software, page mark-up & colour management software. ➤ How to ensure hardware/software is suitable for use |
| 06 – February 2024 | Understanding Digital Artwork | <ul style="list-style-type: none"> ➤ Attributes and applications of fonts and typeface ➤ Difference between “serif” and “sans serif” styles and “symmetrical” and “asymmetrical” design. ➤ Variable characteristics applied to typeface ➤ Terms of alignment (left, right, centre, fully justified) ➤ Postscript and True Type fonts ➤ Transferring text files into documents ➤ Copyright |
| 07 – March 2024 | Understanding Digital Artwork | <ul style="list-style-type: none"> ➤ Interpreting design specifications ➤ Understanding the use of digital images ➤ Techniques available for manipulating & enhancing images ➤ Importance of correct resolution ➤ Formatting artwork for print including principles of design, pre-flight checks, saving and labelling |

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| 08 – April 2024 | Understanding Digital Artwork | <ul style="list-style-type: none"> ➤ Main issues connected with colour digital printing ➤ Implications of incorrect colour modes ➤ RGB additive colour theory and CYMK subtractive colour theory ➤ Terminology used in digital artwork including trapping, knockout, overprint & colour gamut |
| 09 – May 2024 | Understanding Digital Printing | <ul style="list-style-type: none"> ➤ Maintaining digital printing machines in working order; why colour calibration and/or profiling is undertaken at required intervals ➤ Consumable products that require periodic replacement/replenishment ➤ Machine digital colour printing machines ➤ Security requirements and storage ➤ Dealing with digital files in relation to file conversion, compression and decompression, transmission ➤ Procedures for planning, scheduling, recording, and labelling |
| 10 – June 2024 | Understanding Digital Printing | <ul style="list-style-type: none"> ➤ Machine faults connected with printed images or machine fault ➤ Monitoring quality of output for digital printing machines ➤ Procedures for monitoring including frequency, type of check, viewing conditions, quality control aids, acceptance tolerance & variation ➤ Items on product to be monitored ➤ Maintaining records including running speeds, production time & downtime in production) |
| 11 – July 2024 | Understanding Digital Printing | <ul style="list-style-type: none"> ➤ How to control the use of variable data ➤ Terminology used in digital printing e.g., rippling, calibration, contract, brightness & image resolution ➤ Main issues connected with colour in digital printing |
| 12 – August 2024 | Digital Printing, Machine Printing and Print Finishing | <ul style="list-style-type: none"> ➤ How to ensure job instructions/handovers are completed to minimise problems ➤ Checks made to ensure instructions have been understood and followed ➤ How to ensure company procedures are followed for communicating product information e.g., scheduling, recording, and reporting, reporting faults and production downtime. |
| 13 – September 2024 | Good Manufacturing Practice Protected time for assessments | <ul style="list-style-type: none"> ➤ Introduction to GMP, good and bad practices, HACCP & workplace hygiene ➤ Tutor and Peer support for assessments |
| 14 – October 2024 | Understand how to Manage Print Machines | <ul style="list-style-type: none"> ➤ Managing print production machines ➤ Principles of resourcing including labour, materials machinery required ➤ Relationship between machine usage and profitability. ➤ Maintaining machines in good working order (cleaning, lubrication, maintenance) |
| | | <ul style="list-style-type: none"> ➤ How equipment can affect maintenance ➤ Parts which may requires replacing ➤ Identifying, correcting, and recording faults ➤ Monitoring the quality of output |

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| 15 – November 2024 | Understand how to Manage Print Machines | <ul style="list-style-type: none"> ➤ Difference between “in-line” and “off-line” processes ➤ Inks and ink drying equipment ➤ Types and characteristics of inks and coatings ➤ Ink weighing, viewing equipment and spectrophotometers. ➤ Common problems with inks and coatings ➤ Methods and processes available to dry inks ➤ Safe removal of ink |
| 16 – December 2024 | Understand how to Manage Print Machines | <ul style="list-style-type: none"> ➤ Substrates used for printed products ➤ Products typically used for each substrate ➤ Factors dictating use of substrates ➤ Effects of humidity and temperature on substrates |
| 17 – January 2025 | Understanding how to Manage Print Finishing Machines | <ul style="list-style-type: none"> ➤ Managing print finishing machines ➤ Principles of the process being managed including folding, guillotine, and binding ➤ Principles of resourcing including labour, materials machinery required ➤ Relationship between machine usage and profitability. ➤ Maintaining machines in good working order (cleaning, lubrication, maintenance) ➤ Parts which may requires replacing ➤ Identifying, correcting, and recording faults ➤ Monitoring the quality of output |
| 18 – February 2025 | Understanding how to Manage Print Finishing Machines | <ul style="list-style-type: none"> ➤ Understanding substrates and how they interact with paper and board ➤ Grain direction and its impact on printability of the substrate and the finished product ➤ Effect of humidity and temperature on board and paper ➤ Conditioning ➤ Dimensional stability and the effects on print register ➤ Physical properties (smoothness, whiteness, porosity, wet strength, absorbency, fibre, and fibre properties) ➤ Visual optics (colour, gloss, and opacity) ➤ Terms used to identify sizes (RA and SRA size, ABC series0 ➤ Systems used to identify weight and thickness of board. ➤ Processes used in recycling and deinking of paper and board. |
| 19 – March 2025 | Understanding how to contribute to improving the effectiveness of the Print Company | <ul style="list-style-type: none"> ➤ Contributing and improving effectiveness of company ➤ Obtaining and understanding work schedules, resources, management, and waste management ➤ Personal development ➤ Sharing knowledge and good practice ➤ Identifying opportunities for progression ➤ Supporting knowledge and development in colleagues |

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| 20 – April 2025 | Understanding and Analysing Estimates for print or Print-Related Services | <ul style="list-style-type: none"> ➤ How to produce estimates for print and print related services ➤ The law and its affects in relationship to copyright and confidentiality law. ➤ How costs are calculated ➤ How standard production times are calculated ➤ Typical questions asked by customers ➤ Situations where alternative materials and/or methods of working could produce benefits |
| 21 – May 2025 | Understanding and Analysing Estimates for print or Print-Related Services | <ul style="list-style-type: none"> ➤ Interpreting job specifications and producing estimates ➤ Understanding methods of working, processes and sequence required for production, outwork required, timelines, packaging, and delivery requirements ➤ Issues affecting costs. |
| 22 – June 2025 | Assessment and preparing for certification | <ul style="list-style-type: none"> ➤ Ensuring assessments are complete, valid, and authentic ahead of submission for certification ➤ Tutor and peer support |
| 23 – July 2025 | Assessment and preparing for certification | <ul style="list-style-type: none"> ➤ Ensuring assessments are complete, valid, and authentic ahead of submission for certification ➤ Tutor and peer support |

Key

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| Mandatory Modules (needed to ensure full certification) |
| Digital Artwork |
| Digital Printing |
| Machine Printing |
| Print Finishing |
| Costing and Estimating |
| Assessment, Tutor, and Peer support |