

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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PRINT TECHNICIAN APPRENTICESHIP

Aimed at those who will be working within print, packaging, creative or design environments, with responsibilities for designing and producing creative artwork, maintaining digital systems, running equipment and controlling output and quality.

Level: 3 (Equivalent to A-Level)

Typical Duration: 30 months

Maximum Funding: £14,000

CORE KNOWLEDGE

These topics are covered by all three pathways within the print technician standard:

- The printing and graphic communication industry
- Culture, values, processes
- Technical knowledge and print industry practices
- Pre-press, press and post-press processes / equipment
- Customer expectation, resolving problems and ensuring quality
- Health and safety, environmental requirements and laws

TYPICAL JOB TITLES INCLUDE:

Digital Print Technician | Finisher | Finishing Technician | Printer
Flexo Technician | Gravure Technician | Post-press Technician
No. 1 Printer | Post-press Technician | Pre-press Technician
Print Technician | Studio Technician



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SPECIALIST FOCUS:

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After covering Core Knowledge, one of three specialist focuses are chosen:

ROUTE 1

PRE-PRESS TECHNICIAN

Pre-press staff are skilled in all the physical processes that occur before the printing and finishing stages including the creation of print ready designs.

Propose and agree design specification with internal or external customers and be able to produce creative digital colour artwork.

Identify digital files. For example, words, pictures and sourcing other files via scanning or photography.

Format typographic elements within a document. This involves the arrangement of type and pictures, including font size and style, as well as spacing and the length of copy on a line and page. Use software applications to produce work via page make-up and photo editing software.

Proof and make changes to artwork following company procedures and maintain records and secure artwork in compliance of General Data Protection Regulation (GDPR).

Produce artwork using the correct colour profiles and design suitable for the relevant materials.

ROUTE 2

PRESS TECHNICIAN

Press staff are skilled in all the physical processes that occur as part of the printing stage.

Ensure that the work schedule for a defined period or shift will minimise wash ups, changeovers, and machine downtime.

Run the press, check output and registration are within tolerances at pre-agreed checkpoints.

Ensure that levels of waste and run-overs required for subsequent stages of the process are managed, quality is achieved, and operational efficiency is maximised.

Liaise and consult with internal or external customers on wet proofs or press sign-offs.

Identify and conduct maintenance in line with both manufacturer and the job holder's authority.

ROUTE 3

POST-PRESS TECHNICIAN

Post-press staff are skilled in all the physical processes that occur after the printing stage and covers a broad range of equipment.

Monitor and review production schedules to ensure that the work can be carried out in the correct running order, completed on time.

Ensure that materials and consumables supplied are suitable for the job at hand. For example, adhesives delivering the correct finish or stickiness, staples, wire sizes and finishing materials such as acetates or backing boards.

Operate print finishing equipment ensuring the output meets customer expectations and standards.

Change and replace components as needed. For example, knives, heads, belts and drives.

BENEFITS

BENEFITS FOR EMPLOYERS INCLUDE:

- ♦ **Customised Talent Pipeline:** By investing in apprenticeship programmes, employers can create a pipeline of skilled workers tailored to their specific organisational needs. This ensures a reliable supply of talent with the skills and knowledge necessary to drive business growth.
- ♦ **Diverse Perspectives and Innovation:** Bringing in apprentices from diverse backgrounds can inject fresh perspectives and ideas into the workplace, fostering innovation and creativity within the organisation. This diversity of thought can lead to new solutions to challenges and help the company stay competitive.
- ♦ **Increased Loyalty and Retention:** Apprenticeship programs frequently cultivate a feeling of loyalty among apprentices, who value the investment made in their development.. This can lead to higher retention rates, as apprentices are more likely to stay with the company upon completing their training.

BENEFITS FOR EMPLOYEES INCLUDE:

- ♦ **Hands-On Learning:** Apprenticeships offer practical, hands-on training in a real work environment, allowing individuals to develop valuable skills and experience
- ♦ **Personal Development:** Apprenticeships not only develop technical skills but also foster personal growth, including improved communication, teamwork, and problem-solving abilities.
- ♦ **Career Opportunities:** Completing an apprenticeship enhances job prospects and opens up career opportunities within the chosen industry. Many apprentices are offered permanent employment upon completion of their training.



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 developed better quality control skills by ensuring that printed materials meet the industry standards and customer specifications. I also have a better understanding of what is an ideal, acceptable print and what to look out for if any problems arise.

I know how to adapt and follow health and safety regulations which are more specific to the printing industry, ensuring a safe working environment.



Each Print Technician will be competent in the following, Knowledge, Skills and Behaviours (KSBs):

KNOWLEDGE - UNDERSTAND OF THE FOLLOWING:

- The printing and graphic communication industry and its markets
- How the organisations in the printing industry work, including their culture, values, processes and how the apprentice fits in
- Technical knowledge and print industry practices, processes and the materials used to carry out the occupation effectively, e.g. practices can include maintenance and continuous improvement; processes include printing, quality assurance and colour management; materials include mainly paper and board, but also plastic, metal and other materials
- Pre-press, press and post-press processes and equipment and the commercial impact of their role e.g. ensuring that printed material is presented to post-press in perfect condition
- Customers' expectations in terms of order specification and timescales
- Quality expectations and how they are managed
- The print and graphic communications industry health, safety and environmental requirements and laws
- Problem solving

SKILLS - COMPETENT TO DO THE FOLLOWING:

- Efficiently operate print machinery and equipment according to the order specification and timescale e.g. print a colour magazine onto paper within 2 hours to meet the production schedule; fold a leaflet to specification and timeframe
- Follow a structured approach and methodology to identify areas for improvement, proposing and implementing solutions
- Carry out work to required quality standards, targets and deadlines. Standards include colour matching, print resolution and matching customer specification and individual company standards
- Keep accurate records using both digital and manual processes

- Comply with health, safety and environmental requirements at all times
- Communicate and work effectively with others, including giving clear instructions to colleagues
- Implement practical solutions in a timely manner
- Ability to supervise and instruct print operatives, as well as taking the lead as required

BEHAVIOURS - LEARN TO DO THE FOLLOWING:

- Willing to both listen and learn. Be dependable, reliable and flexible. Perform role in a safe manner by following company policies and guidelines
- Work effectively with others in a team. Carry out work with integrity and discretion. Work with others to create improvements. Work with other departments and teams to provide support of a technical nature as required
- Open to new ideas, i.e. new technologies and working practices
- Follow process and procedures to ensure that work meets specifications and report consistently and accurately
- Communicate effectively and recognises the importance of good communication

DELIVERY PLAN MAP

An example of an Individual Learning Plan for a Pre-Press Print Technician, delivered by BPIF Training.

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	MONTHS 1-3	MONTHS 4-6	MONTHS 7-9	MONTHS 10-13	MONTHS 14-16	MONTHS 17-19	MONTHS 20 - 22	N/A	MONTHS 23-26	MONTHS 27-28	MONTHS 28-30
UNIT(S)/ASSIGNMENT & CRITERIA	1 Health & Safety, Environmental & Sustainability	2 Print industry & it's markets	3 Communication & Professionalism	4 Problem Solving	5 Waste Monitoring	6 Workflow	7 Record Keeping	8 Unit 8 (Maintenance) does not apply to Pre- Press	9 Option I Pre-Press Technician Design and create artwork	10 Quality Assurance	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, EPA Preparation
CORE OPTION & SECTION	Core Knowledge & Skills	Core Knowledge	Core Skills & Behaviours	Core Knowledge, Skills & Behaviours	Core Knowledge, Skills & Behaviours	Core Knowledge, Skills & Behaviours	Core Knowledge & Skills	N/A	Post Press Skills	Press Skills	Core Knowledge, Skills & Behaviours
PLANNED OFF THE JOB HOURS	95	78	90	78	60	60	68	90	66	60	39
TOTAL	784										

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.

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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 Technician Apprenticeship, please contact our team at training@bpif.org.uk or call us on 01676 526 060.



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