



POST-PRESS MACHINE ASSISTANT
MQF/EQF LEVEL 1
INFORMATION HANDBOOK

ON

**The process of validation of informal and non-formal
learning for Post-Press Machine Assistants**

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 Post-Press Machine Assistant validation process. Successful candidates acquire an *Award as Post-press Machine Assistant* pegged at Level 1 of the Malta Qualifications Framework and the European Qualifications Framework.

Eligibility:

Candidates who are interested in acquiring the *Award as Post-press Machine Assistant* 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 Post-press Machine Assistant* 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](#).

POSMA 101: IMPROVE INDIVIDUAL PERFORMANCE AT WORK WITH GUIDANCE

1. Review the current situation through advice from colleagues and managers at work or from customers.
2. Seek constructive feedback from others, including colleagues, customers, and own manager/trainer, on how own performance at work can be improved.
3. Respect feedback and plan improvements to own skills and knowledge which are specific and achievable.
4. Regularly check whether the service given meets the customers' needs and expectations.
5. Identify the way in which own service could have been improved and where it could have been provided in better service.
6. Periodically consider what improvements to own skills and knowledge to deliver better quality products and/or services; and improve own productivity.

POSMA 102: CONTRIBUTE TO MAINTAINING EQUIPMENT IN WORKING ORDER

1. Clean own equipment:
 - a. Switch off the machinery and/or use the appropriate safety precautions before cleaning.
 - b. Use the appropriate cleaning equipment and materials for the machine.
 - c. Use cleaning methods which are safe, avoid harm to the environment and which follow the manufacturer's instructions.
 - d. Clean the machines at the indicated times.
 - e. Dispose of used cleaning agents and waste materials (cleaning agents, solvents and lubricant, production debris, and soiled materials) safely.
2. Replace consumables and components during scheduled maintenance as well as during normal operations:
 - a. Identify accurately which consumables and components need replacing.
 - b. If within job's responsibilities, remove and replace consumables and components using safe and approved methods.

POSMA 103: POSSESS FUNAMENTAL KNOWLEDGE ON PRINTING MATERIALS; PRESS AND POST-PRESS PROCESSES

1. Understand the different forms of communication technologies (print, electronic and multi-media).
2. Distinguish between the different types of print media used.
3. Distinguish between the range of printing substrates available for printing.
4. Relate to and understand the differences in paper substance, caliper, size, and grain direction.
5. Relate to the processing line from pre-press to post-press in the company and identify the various processes used in the company.

POSMA 104: ASSIST IN THE OPERATION OF PRE-PRESS MACHINES

1. Check the job specifications and identify the plates and materials to be used for the job.
2. Check that the plates are suitable for the job and the machine to be used for production.
3. Handle the plates carefully so that damage does not occur to the carriers or to the surfaces.
4. Protect the plates for storage and use company's procedures to store the plates efficiently.
5. Report promptly problems either relating to machine faults or material supply.
6. Check the absence of risks and take all the precautions necessary to prevent injury.
7. Ensure the equipment is safe and ready for production and stop the machine in an emergency situation.
8. Use the appropriate software to send, receive or retrieve data files from customers.
9. Assess received artwork files to see if there are any major mistakes including missing or corrupt images, fonts, etc.
10. Examine output to check if it matches with job specifications or accepted proof for the job.
11. Identify the persons who can advice on the job requirements and report back according to company's procedures.
12. Identify or assist to correctly identify processing and mechanical faults which:
 - a. affect the quality of the image;
 - b. produce shortfall in output;
 - c. create risks to health and safety.
13. Promptly report faults and help colleagues who are correcting faults through:
 - a. providing information about the faults and their effects;
 - b. making sure that the machine and work are safe for fault correction to proceed;
 - c. assisting in removing parts.
14. Assist to 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.