



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

**ON**

**The process of validation of informal and non-formal  
learning for 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 Press Supervisor validation process. Successful candidates acquire an *Award as Press Supervisor* pegged at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework.

## **Eligibility:**

Candidates who are interested in acquiring the *Award as 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 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 by clicking [here](#).

### PS 401: IMPROVE INDIVIDUAL AND ORGANISATIONAL PERFORMANCE

1. Evaluate and develop individual skills and expertise:
  - a. Objectively assess existing individual skills and expertise against current industry standards.
  - b. Identify ways in which individual performance at work can be improved by improving skills and expertise.
  - c. Seek constructive feedback from others on how individual performance at work could be improved.
  - d. Identify with manager, areas for development to maintain and improve own skills and expertise.
  - e. Set own improvement objectives which are specific and achievable.
  - f. Agree an action plan with the manager that includes realistic timescales and measurable targets.
  - g. Evaluate own progress and update the action plan regularly with the manager.
2. Evaluate and develop the team's skills and expertise:
  - a. Objectively assess the team's existing skills and expertise against current industry standards.
  - b. Identify ways in which the team's performance at work can be improved by improving their skills and expertise.
  - c. Seek constructive feedback from others on how their performance at work could be improved.
  - d. Identify with the team areas for development to maintain and improve their own skills and expertise.
  - e. Set for the team improvement objectives which are specific and achievable.
  - f. Plan, agree and implement an action plan with the team that includes realistic timescales and measurable targets.
  - g. Evaluate the team's progress and update the action plan regularly.
3. Assess the resources available for producing work and manage same to maximise production and profitability.
4. 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 by improvements to the organisation's systems or procedures, individual skills or expertise, the organisation's resources, team working within his organisation.

- b. Discuss with the manager the improvements to quality, productivity and teamwork that have been identified.
  - c. Include in the personal development plan at least one target that might contribute to: improvements in the organisation's productivity, quality of product/service and teamwork.
  - d. Provide evidence that the quality of product or service, productivity and teamwork within the organisation has been maintained or improved over time.
5. Improve customer service delivery:
- a. Check that the given service meets the organisation's and customers' needs and expectations.
  - b. If applicable, identify how the service to the customer could be improved.
  - c. Include in the personal and team action plan at least one target that should result in an improvement to individual and team's service to customers.
  - d. Share relevant information with others in the team to improve the organisation's customer service delivery.
  - e. Provide evidence that the service given to customers has improved over time.
6. Choose the right process and/or machine for the specific job and assure that quality is being monitored and controlled.
7. Set targets for production to meet jobs' and customers' demands.
8. Assist team to solve problems relating to resources and production.
9. Report on workplace activities as required by company.

#### **PS 402: IMPLEMENT MAINTENANCE PROGRAMMES OF EQUIPMENT**

1. Implement the maintenance of equipment:
- a. Plan cleaning and maintenance operations to balance production requirements.
  - b. Assure the availability of correct materials and equipment needed for cleaning and maintenance.
  - c. Clearly direct the team to what they must do.
  - d. Assure that colleagues use cleaning materials and equipment in ways which minimises waste and pollution.
  - e. Assure that used cleaning agents and waste materials are disposed of correctly.
2. Manage machine downtime:
- a. Obtain accurate information about problems with the machine.
  - b. Analyse information about machine faults to identify their likely cause.
  - c. Identify recurring faults which are caused by operator errors and take action to prevent them arising in the future.
- d. Record the details of machine faults and production downtime accurately.

#### **PS 403: POSSESS EXPERT KNOWLEDGE OF PRINTING MATERIALS; PRE-PRESS AND POST-PRESS PROCESSES**

1. Understand the different forms of communication technologies (print, electronic and multi-media).
2. Differentiate in technology between offset lithography and the other main printing processes.
3. Distinguish between the different types of print media used.
4. Distinguish between the range of printing substrates available for printing.
5. Specify and refer to the paper specifications according to international or industry's units of measurement.
6. Understand the effect of paper surface quality to print gloss.
7. Identify problems that could arise in offset lithography and post-press production from the quality pre-press work.
8. Use and direct the usage of quality control instruments and methods to measure and determine paper surface and physical qualities.
9. Relate to the processing line from pre-press to post-press in the company.
10. Communicate in press and post-press terms to be able to ensure plate colour and imposition outputs according to the requirements of these processes.
11. Ensure that the output work is according to specifications for post-press processes.

#### **PS 404: POSSESS EXPERT KNOWLEDGE ON PRINTING PLATES AND INKS**

1. Ensure that storage areas are kept safe to use, easy to access and that storage conditions are acceptable to minimise deterioration on plates, inks, solvents, and varnishes.
2. Ensure that plates are stored in approved conditions to safeguard against light, heat, humidity, and lack of cleanliness.
3. Regularly check that pre-press forward plates according to set quality standards
4. Control that inks, solvents and varnishes are stored in approved containers and clearly and correctly marked.
5. Ensure that any stock no longer suitable for the purpose is disposed of in an environmentally safe method.
6. Accurately record the stock control details required by the company.

#### **PS 405: CONTROL PREPARATION OF MACHINES FOR PRINTING**

1. Plan production schedule with time allotted for machines' preparation.
2. Coordinate the availability of work from the pre-press section to meet production schedules.
3. Clearly tell the team what they must do.

4. Communicate using the appropriate technical terms for the respective process.
5. Direct the team in solving problems associated with sheet transfer through the machine.
6. Direct the team in solving problems due to incorrect plate, blanket, rollers, and pressure settings.
7. Direct the team in solving problems due to the incorrect setting or malfunction of inline auxiliary equipment.
8. Ensure that any parts or consumables identified as being required to be kept “in stock” are available at the requested time and quantities.

#### **PS 406: CONTROL OPERATIONS OF PRESS PROCESSES**

1. Plan production schedules.
2. Coordinate the availability of work from the pre-press section and the handing over of work to the post-press section to meet production and delivery schedules.
3. Clearly tell the team what they must do and be able to co-operate, lead and liaise with production staff, maintenance staff and management team.
4. Communicate using the appropriate technical terms for the respective processes.
5. Ensure that any materials, parts, or consumables identified as being required to be kept “in stock” are available at the requested time and quantities.
6. Accurately record the production and quality assurance details required according to company’s procedures.

**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.