



Federation of Printing, Packaging,
Signage & Visual Communication

TRAINING COURSE PROSPECTUS

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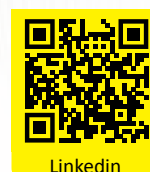
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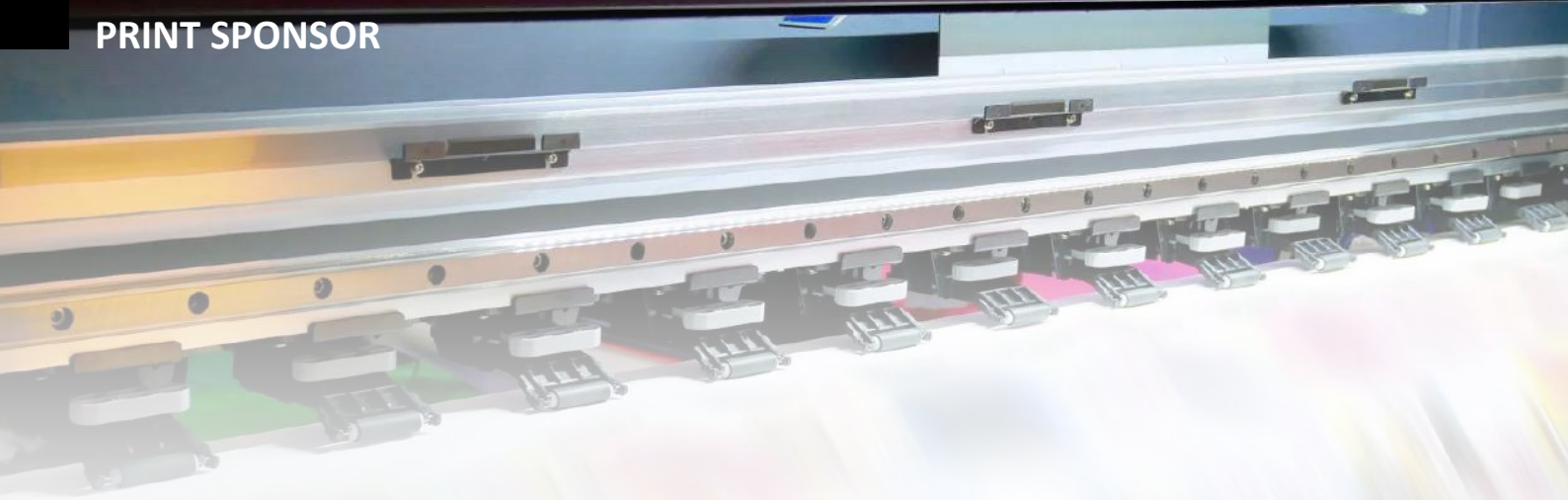


DESIGN SPONSORS



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As we embark on another year of growth and innovation in the printing, packaging, signage, and visual industry, we extend our heartfelt appreciation to our Print Sponsor, **Shereno Printers**. Your steadfast commitment to excellence and your proactive approach in fostering the development of new talent are invaluable to the future of our sector. Without dedicated members like you, who strive to enhance training and improve quality standards, the sustainability of our industry would be at risk.

We salute **Shereno Printers** for your unwavering support and significant contributions toward this year's Training Prospectus. Your efforts not only elevate industry standards but also inspire the next generation of professionals to embrace a culture of continuous improvement and excellence. Thank you for being a pillar of strength and a beacon of quality in our community.



At Shereno Printers, we provide a variety of printing services for individuals and businesses in South Africa. We handles offset, digital, and large format printing activities for a range of industries. Shereno also offers products for printing materials We also provide custom digital printing and specializes in printing, binding, and finishing documents such as magazines, proposals, catalogs, reports, booklets, and presentations. The business is a secure environment and handles confidential and sensitive documents. Shereno offers a wide range of products and services. Documents include booklets, manuals, brochures, proposals, newsletters, reports, presentations, pitch books, catalogs, magazines, and lookbooks. Services are document binding, finishing, offset runs, digital printing, large format, and prepress services. Clients appreciate the staff's responsiveness, knowledge, and professionalism.

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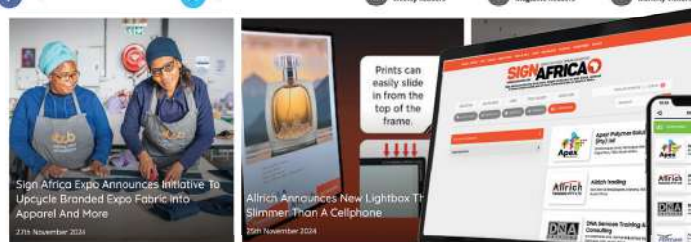
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QUALITY DEMAND DRIVEN EDUCATION

Printing SA offers a wide range of courses and learning programmes designed to meet the needs of the printing, packaging, signage, and visual communications industry. These courses may be facilitated on-line or face-to-face.

Our range of Introduction courses have been developed to prepare new entrants for the world of work and to excite them about the prospect of pursuing a career in this vibrant industry. Our Regional Chambers have a range of talent selection tools available to assist with the recruitment and placement of such new entrants. These tools include online Psychometric Assessments, Mechanical Aptitude testing as well as colour vision assessments. Do not hesitate to contact your Regional Chamber should you wish to make use of these professional service.

- Our Technical courses include our Technical Theoretical Modules for Apprentices which are now presented via our dual system of facilitator led online learning. Apprentices attend classes online for two days per week while receiving practical skills training and structured experiential training, at their workplaces (TT), during the balance of the week. TT Modules may also be presented face-to-face on request.
- We have introduced a wide range of short learning programmes, to support industry development and training.
- Our Administrative courses have been designed to develop proficiencies for businesses support and management staff for the future.
- Additional courses will run based on Industry demand that meets the minimum number of learners required per course.



Printing SA, in partnership with the FP&M SETA, regularly offer bursaries.

Please contact your Regional Chamber for more information regarding the availability of bursaries for the courses you would like to enrol learners on.



INTRODUCTION COURSES



Foundational Learning Programme (FLP)

This 2-month programme is designed to prepare talented individuals for the world of work and, hopefully, a career opportunity in the Printing, Packaging, Signage and Visual Communications Industry. Talent Selection is highly recommended before onboarding any new employee or learner.

The Printing SA talent selection process includes the following:

- Comprehensive psychometric assessments. Measures personality (potential) and competency role fit. Measures problem solving ability and potential to learn new information
- Mechanical Psychometric testing to measure mechanical aptitude
- Farnsworth-Munsell 100 Hue Test (Colour perception testing)
- Personal interviews

The FLP consists of the following component courses:

- Introduction to the Printing and Packaging Industries
- Occupational Health and Safety
 - » Safety, Health, and Environment Representative
 - » Level 1 First Aid
 - » Fire Awareness
- Work Life Orientation which includes:
 - » Personal Finance
 - » Personal Hygiene
 - » Workplace Etiquette
 - » Introduction to computers
 - » Basic Labour Legislation

Introduction To The Printing And Packaging Industry

This course has been developed in-line with the knowledge subject specifications and assessment criteria of the printing and packaging qualifications. The course also includes a series of occupational videos.

The content of this 5-day course includes:

- Introduction to business and employer organisations
- Introduction to pre-press
- Resources used in the printing and packaging Industry
- Printing substrates
- Introduction to printing processes
- Introduction to post press operations
- Introduction to packaging
- Information technology in the printing industry

Occupational Health And Safety Programme

The contents of the following Occupational health and safety training programmes have been aligned to the risks associated with working in Printing and Packaging factories.

Safety, Health and Environment (SHE) Representative Course

The content of this 1-day course includes:

- Health and Safety
- The Occupational Health and Safety Act (OHSA)
- SHE Rep Functions
- SHE Committees
- Risk Assessments
- Incident Investigation

First Aid Awareness Course

The content of this 1-day course includes:

- Emergency Care
- Basic Anatomy
- An Emergency Scene
- Cardiopulmonary Resuscitation (CPR)
- Airway Obstruction
- Shock
- Wounds and Bleeding
- Burn Wounds
- Sprains and Fractures
- Head and Spinal Injuries

Fire Awareness Course

The content of this 1-day course includes:

- Introduction to Fire
- Classes of Fire
- Fire Fighting Equipment
- Burn Wounds

Work Life Orientation Programme

Our series of Work Life Orientation training courses properly prepare Learners for the world of work in the Printing, Packaging and Signage Industry:

Personal Hygiene

The content of this 1-day course includes:

- Hygiene
- Personal Grooming
- Sexually Transmitted Infections (STI's)

Personal Finance

The content of this 1-day course includes:

- Budgeting
- Financial Planning
- Financial Independence

Workplace Etiquette

The content of this 1-day course includes:

- Workplace Etiquette
- Stress in the Workplace

Introduction to Computers

This 3-day course is specially developed for candidates who have very little experience of computers and the Internet.

The course is designed to help remove the fear of using a computer for beginners by using a simple, non-threatening approach to educating individuals in the basic skills of using a computer, email, and the Internet.

Basic Labour Legislation

The content of this 1-day course includes:

- Know Your Rights
- Employee and Employer Rights
- The Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Skills Development Act
- Unemployment Insurance Act

Workplace Internship

The last phase of the FLP consists of a 3-month Internship during which time Learners gain valuable workplace experience and exposure to the following areas:

- Raw material stores
- Material handling and material handling equipment
- Printing or Packaging processes
- Printing or Packaging material surface requirements
- Post printing or packaging finishing processes
- Despatch
- Sales, estimating and production planning

Learners are registered as Interns with the FP&M SETA. Participating companies are provided Learner/ Intern logbooks to record the workplace experience and exposure that they receive.

Placement

FLP Graduate Learners are made available to Industry, via our Regional Chambers, for placement in Pre-Press, Printing, Print Finishing or Packaging occupations and trades.

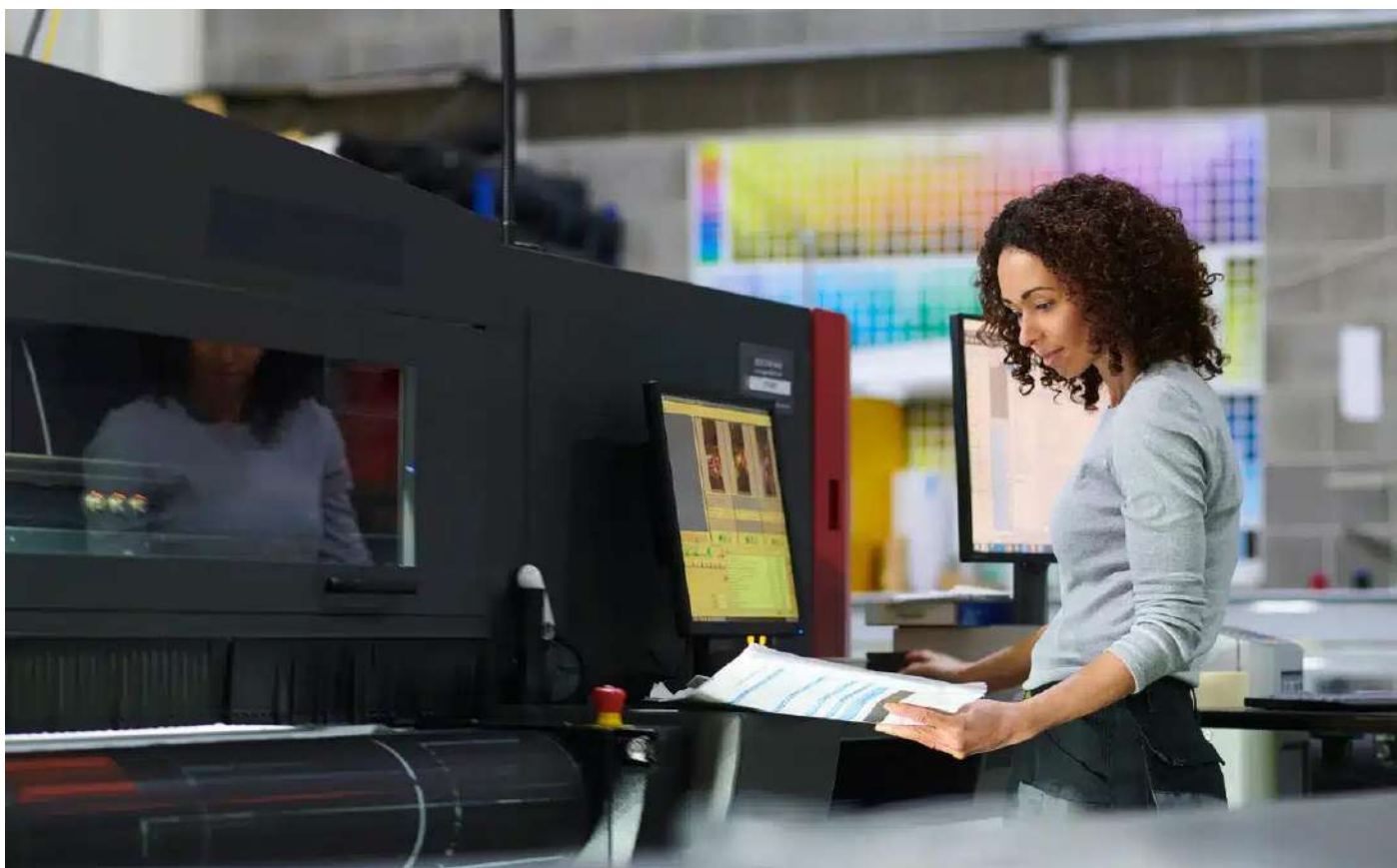
- Companies are encouraged to recruit new entrants from our pool of graduate learners.
- Companies are also encouraged to place their own selected talent on the FLP programme as part of the recruitment process or as part of their B-BBEE contribution.

Introduction To Printing (ID2)

Printing SA offers the ID2 course to introduce candidates to the various pre-press, printing, and post press processes. This course provides candidates insight into the wonderfully diverse Industry that they have entered and provides the necessary underpinning knowledge that Apprentices, indentured in the current CBMT trade training programmes, need when furthering their technical theoretical studies.

The content of this 2-day course includes:

- Introduction to Printing
- Paper Making
- Light and Photography
- Colour
- Pre-Press
- The Major Printing Processes
- Print Finishing



TECHNICAL COURSES



Technical Theoretical Modules TT 1, 2, 3

Printing SA offers TT Modules in all Pre-Press, Printing, Packaging and Finishing trades. Apprentices contracted in the existing CBMT trade training programmes, who are enrolled on Printing SA's TT Modules, will benefit from receiving tuition based on our redesigned and developed learning material.

Our TT Modules are presented online via Google Classrooms. This Dual system of training allows learners to attend classes, from their workplaces, 2 days a week over a 5-month period. This system facilitates the integration of in-company practical skills training and workplace experience with the TT modules. Learners write the National FP&M SETA TT exams, under strict exam conditions, at our Regional Training Centres after the 5-month period.

Apprentices should attend TT1 once they have completed the majority of modules defined in the 1st and 2nd phases (1 Year) of their CBMT trade training programmes. These modules include the Introduction to Printing Course as well as the Occupational Health and Safety courses offered by Printing SA.

Apprentices need to successfully complete the FP&M SETA Trade Theory and two Generic Theory Exams.

Technical Theoretical Modules 1 (TT1)

Printing SA offers the following Trade Theory subjects at TT1

- Bookbinding
- Origination
- Envelope Machine Adjuster
- Packaging
- Flexography
- Screen Printing
- Gravure
- Web Offset
- Lithography

Printing SA offers the following Generic subjects at TT1

- Business Studies
- Printers Machinery
- Typography (For Origination Apprentices)

An FP&M SETA certificate is issued at the end of the course.

Technical Theoretical Modules 2 (TT2)

Printing SA offers the following Trade Theory subjects at TT2

- Bookbinding
- Origination
- Envelope Machine Adjuster
- Packaging
- Flexography
- Screen Printing
- Gravure
- Web Offset
- Lithography

Printing SA offers the following Generic subjects at TT2

- Communications
- Printers Material Technology 2
- Design and Layout (For Origination Apprentices)

An FP&M SETA certificate is issued at the end of the course.

Technical Theoretical Modules 3 (TT3)

Printing SA offers the following Trade Theory subjects at TT3

- Bookbinding
- Origination
- Envelope Machine Adjuster
- Packaging
- Flexography
- Screen Printing
- Gravure
- Web Offset
- Lithography

Printing SA offers the following Generic subjects at TT3

- Printers Administration
- Printers Material Technology 3
- Colour Management (For Origination Apprentices)

An FP&M SETA certificate is issued at the end of the course.

Adobe Creative Cloud Blended e-Learning

Printing SA has partnered with Keyline Digital Design College to provide Industry with up to date Adobe training. The courses include Photoshop, Indesign and Illustrator. Once Level 1 and 2 are completed, you can apply for the Adobe Certified Professional Examination and receive a global industry recognised certificate.



Level 1 Beginner to Intermediate Photoshop Course

Master the art of image editing and compositing with Photoshop. You will learn to enhance images for print, photography, web, and social media, gain skills in colour correction, retouching, and photographic effects. With a focus on using the software in a well-organised, systematic, and 'non-destructive' editing approach, this course equips you to bring your creative vision to life across various media and platforms.

Topics covered:

- Understanding Raster and vector
- Customising your Photoshop workspace
- Working with Selections
- Masks and Mask behaviour
- Using Layers and Layer management
- Blend modes and layer effects
- Undo and Redo options
- Cropping and Extending images
- Editing images non-destructively
- Brush based Retouching
- Automatic and Artificial Intelligence Based Retouching
- Working with Effects, Filters and Patterns
- Analysing and adjusting colour and depth
- Understanding Image Resolution and correction



Level 2 Advanced Photoshop Course

Elevate your Photoshop expertise with advanced skills in image manipulation, high-end retouching, and creative compositing, now enhanced with AI-powered tools. Learn to utilise Photoshop's AI-driven features, like automated subject selection, neural filters for instant edits, and smart object manipulation, to streamline your workflow. This course dives deeper into non-destructive editing, advanced layer effects, complex selections, and advanced colour correction, helping you work more effectively in productivity-driven design environments.

Topics covered:

- Working with Advanced Selections Techniques
- Working with the Adjustment Brush
- Vanishing Point perspective retouching
- Working with Linked Smart Objects
- Working with Neural Filters
- Working with Advanced Layers and Comps
- Colour Management Process and Proofing
- Working in Camera Raw
- Variables and Data Sets
- Generative AI for Fill and Image Generation
- Working with Automation, Batch Processing and Actions



Adobe Certified Professional Exam

The Adobe Certified Professional credential is a global industry recognised certification that showcases expertise in a Creative Cloud application along with essential foundational skills for a career in digital media. The examination is aimed at learners who have successfully completed the Levels 1 and 2 of Illustrator, InDesign and Photoshop.



Level 1 **Beginner to Intermediate** Illustrator Course

Unlock your creativity with Adobe Illustrator, the global standard for professional designers. In this course, you will quickly learn to craft logos, layouts, and branding elements using powerful vector tools. Whether designing for print, digital media, or large-scale projects like billboards, you will gain the skills to produce crisp, scalable designs that are professionally finished and ready for output.

Topics covered:

- Introduction to Adobe Illustrator, interface and tools
- Understanding vector graphics
- Creating and modifying Shapes and Paths, Smart Guides
- Working with Strokes and Fills
- Working with Text and Text Effects
- Applying Transforms and Power Transforms
- Creating and using Patterns
- Working with Colour, Swatches and Gradients
- Working with Groups, Layers and Clipping Masks
- Transparency and Transparency Effects
- Creating 3D models, extruding and texturing
- Working with Image Tracing
- Combine shapes using Pathfinder and Compound Path Options
- Use Art, Scatter and Pattern Brushes
- Saving considerations for different file formats
- Packaging files



Level 2 **Advanced** Illustrator Course

Advance your vector design skills with Illustrator's advanced features, incorporating AI tools for greater efficiency. Learn to create intricate vector illustrations, apply AI-powered features like auto-tracing for smoother workflows, and explore new ways to generate patterns, refine typography, and develop 3D designs. With AI-assistance, you'll streamline repetitive tasks like background removal and colour matching. Perfect for experienced designers, this course enables you to create sophisticated artwork, scale it effortlessly for web, print, and large-scale media, and maximise creativity and productivity.

Topics covered:

- Exploring new Shape features
- Using Shape Builder Tool to combine shapes and paths
- Automating with Global Edit and Actions
- Working with Stroke and Profile options
- Colour management considerations
- Creating variations with Live Paint and Recolour Artwork
- Using Symbols and Getting Creative with Symbol Effects
- Working with the Draw Inside option
- Working with Opacity Masks, and Transparency
- Using the Appearance Palette to Manage and Create Stacked Attributes
- Speed and Productivity Techniques in Illustrator
- Working with Mock-up feature
- Text to Vector Artificial Intelligence
- Collaborating with Creative Cloud Libraries



Adobe Certified Professional Exam

The Adobe Certified Professional credential is a global industry recognised certification that showcases expertise in a Creative Cloud application along with essential foundational skills for a career in digital media. The examination is aimed at learners who have successfully completed the Levels 1 and 2 of Illustrator, InDesign and Photoshop.



Level 1 **Beginner to Intermediate** InDesign Course

Transform your publishing projects with our InDesign course. You'll learn to create visually compelling magazines, catalogues, proposals, and interactive PDFs for print, digital, and mobile platforms. With hands-on learning in layout design, pagination, and multimedia integration, this course provides the tools to elevate any organisation's communications across multiple media formats.

Topics covered:

- Introduction to Document Interface, Navigation and Workspaces
- Using grids and guides for visual consistency
- Understanding Frames and Content
- Working with Type and Typography
- Find and Change Text
- Using Paragraph and Character styles
- Working with Images and Graphics
- Working with Colour, Swatches, Gradients and Tints
- Applying Raster based Effects to objects
- Working with Shapes and Lines
- Working with Parent pages and Spreads
- Layer Management
- Working with Books and Print preparation
- Pre-flighting and Preparing files for print
- Exporting and Saving to PDF and other formats
- Saving and packaging files for sharing



Level 2 **Advanced** InDesign Course

Discover the advanced capabilities of InDesign to create high-impact, interactive, multimedia-driven content. This course focuses on complex layouts, advanced typography, and multi-document workflows. You will learn to incorporate dynamic elements such as forms, videos, and animations for digital publishing, as well as advanced pagination, master pages, and data merging techniques for variable page output.

Topics covered:

- Understanding types of e-Books
- Working with Tables and bulleted lists
- Working with Interactive Elements adding transitions, buttons, hyperlinks and bookmarks
- Understanding and Editing Linked and Embedded files
- Creating interactive PDFs
- Advanced Graphics, Object and Table Styles
- Automating Document Creation with Data Merge and Variable Data
- Exporting for digital publications (EPUB, PDF)



Adobe Certified Professional Exam

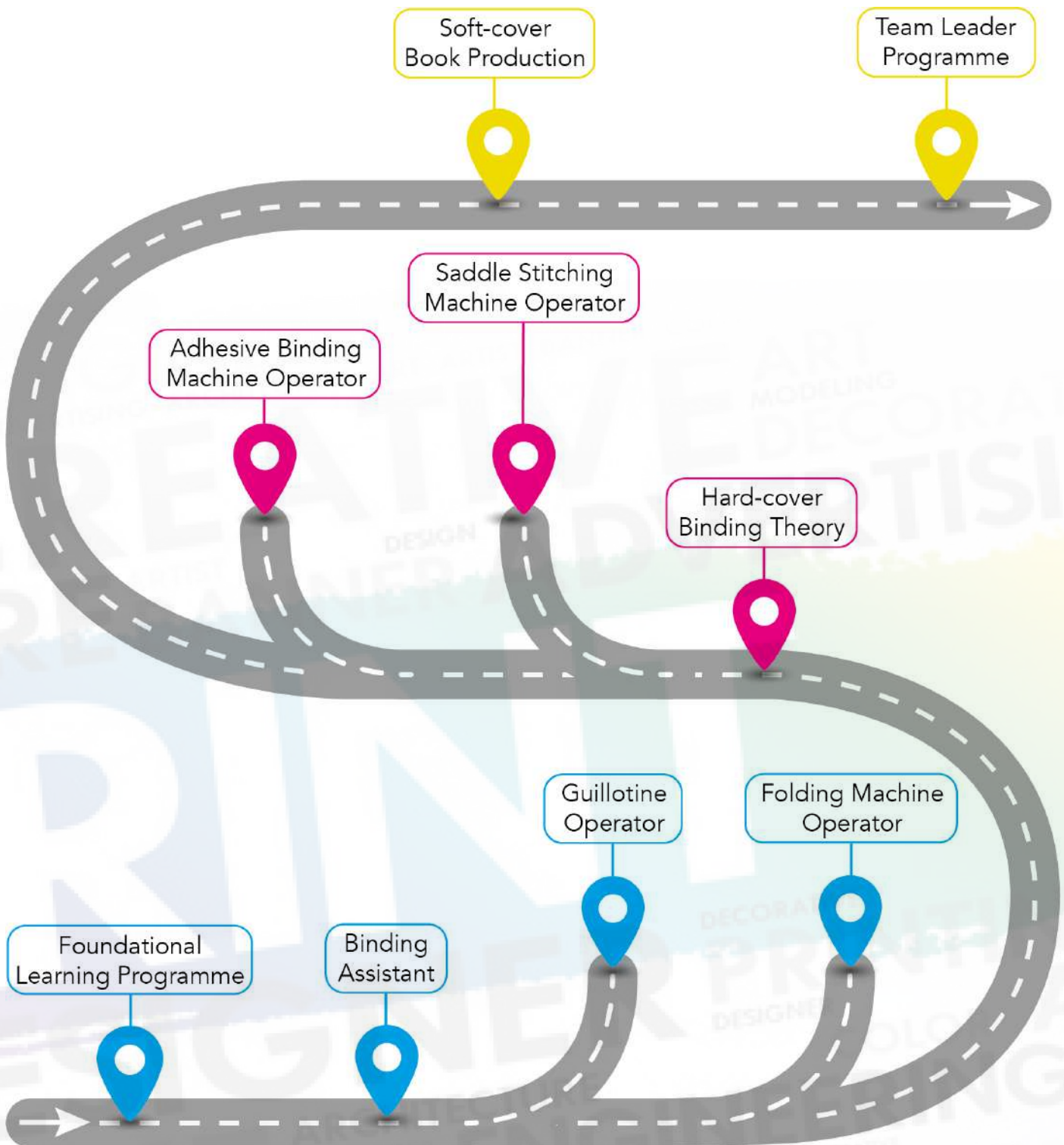
The Adobe Certified Professional credential is a global industry recognised certification that showcases expertise in a Creative Cloud application along with essential foundational skills for a career in digital media. The examination is aimed at learners who have successfully completed the Levels 1 and 2 of Illustrator, InDesign and Photoshop.

Whether you're launching a creative career, refining your existing skills, or aiming to enhance your craft, obtaining Adobe certification helps you stand out in a competitive field. Achieving this certification provides verifiable proficiency in Adobe Creative Cloud software and valuable skills applicable to brand marketing, digital media, and related fields.

An Adobe certificate is issued at the end of Level 1 and Level 2 Adobe courses and an Adobe Certified Professional certificate issued for the successful completion of the Level 3 examination.

Soft-Cover Bookbinder

The learning pathway of a Soft-cover bookbinder starts with the Foundational Learning Programme and ends with the Team Leader programme.



To achieve the Soft-cover bookbinding qualification, the apprentice also completes the following skills programmes.

Bookbinder's Assistant

The Bookbinder's Assistant Learning Programme consists of the following 4 knowledge modules:

- Machine Maintenance Basics
- Printing Science Basics
- Printing Quality Basics
- Bindery Assistant

The Bookbinder's Assistant course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Guillotine Operator

The Guillotine Operator programme integrates the skills, knowledge, and workplace experience that a Guillotine Operator needs to set up, operate and maintain a guillotine to cut a variety of products to specifications.

The Knowledge module is facilitated online or face to face by our qualified, experienced lecturers. The Practical Skills & Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Folding Machine Operator

The Folding Machine Operator programme integrates the skills, knowledge, and workplace experience that a Folding Machine Operator needs to set up, operate and maintain folding machines to fold various impositions and formats of paper products.

The Knowledge module is facilitated online or face to face by our qualified, experienced lecturers. The Practical Skills & Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Hard-Cover Binding Technology

The Hard-Cover Binding Technology programme provides learners with a comprehensive understanding of the following occupations:

- Gathering
- Book Sewing
- Case Making
- Hard-cover Binding

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

These Instructor-Led-Training (ILT) knowledge modules are facilitated by Printing SA as face-to-face or online training.

Saddle Stitching Machine Operator

The learning programme of this SAQA Registered Saddle Stitching Machine Operator qualification integrates the skills, knowledge, and workplace experience that a Saddle Stitching Machine Operator needs to competently setup, operate and maintain a saddle stitching line to produce saddle stitched publications.

The Knowledge module is facilitated online or face to face by our qualified, experienced lecturers. The Practical Skills & Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Adhesive Binding Machine Operator

The Adhesive Binding Machine Operator Programme integrates the skills, knowledge, and workplace experience that an Adhesive Binding Machine Operator needs to competently setup, operate and maintain an adhesive binding line to produce adhesive bound publications.

The Knowledge module is facilitated online or face to face by our qualified, experienced lecturers. The Practical Skills & Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Soft-Cover Book Production

The Soft-Cover Book Production Learning Programme is designed to provide learners with a full understanding of the book production responsibilities of an artisan. The following generic Instructor-Led-Training (ILT) knowledge modules are facilitated by Printing SA as face-to-face or online training.

The Advanced Quality Studies, Productivity and Economics of the Soft-Cover Book Production programme is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

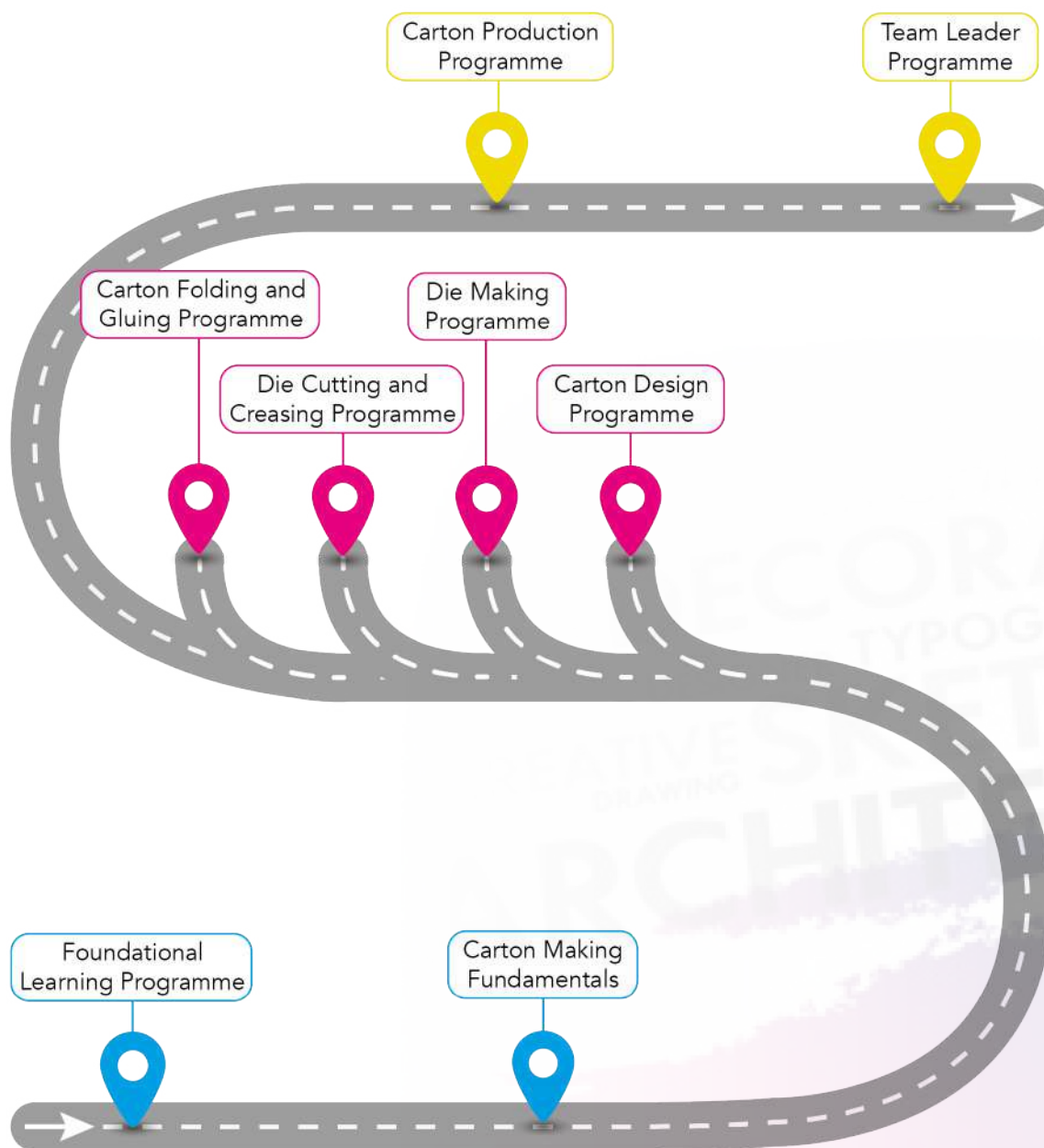
- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

These Instructor-Led-Training (ILT) knowledge modules are facilitated by Printing SA as face-to-face or online training.

Carton Maker

The learning pathway of the Carton Manufacturing Machine Minder starts with the Foundational Learning Programme and ends with the Team Leader programme.



To achieve the Carton Maker qualification, the apprentice also completes the following skills programmes.

Carton Making Fundamentals

The Carton Making Fundamentals Learning Programme covers the following generic knowledge modules:

- Printing Science Basics
- Printing Quality Basics
- Machine Maintenance Basics

The Carton Making Basics knowledge module is designed to provide learners with a full understanding of the folding carton production processes.

Carton Design

The Carton CAD Operator programme integrates the skills, knowledge, and workplace experience that a Carton Designer needs, to plan and prepare carton designs to defined product specifications as well as to competently setup, operate and maintain a digital cutting and creasing machine.

- Carton Design Knowledge Module
- Digital Cutting and Creasing Knowledge Module

The Practical Skills and Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Carton Die Making

The Carton Die Maker programme integrates the skills, knowledge, and workplace experience that a Carton Die Maker needs to manufacture jig and laser dies to defined folding carton specifications. The programme covers the following modules:

- Jig Die Making Knowledge Module
- Laser Die Making Knowledge Module

The Practical Skills and Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Carton Die Cutting and Creasing

The Die Cutting Machine Minder programme integrates the skills, knowledge, and workplace experience that a Carton Die Cutting and Creasing Machine Operator needs to competently setup, operate and maintain cutting and creasing machines.

- The Carton Die Cutting and Creasing Module knowledge module

The Practical Skills and Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Carton Folding and Glueing Operator

The Carton Folding and Glueing Machine Operator programme integrates the skills, knowledge, and workplace experience that a Carton Folding and glueing Machine Operator needs to competently setup, operate and Glueing carton folding and glueing machines.

- Carton Folding and Glueing Knowledge Module

The Practical Skills and Workplace Experience modules are implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

The Carton Making knowledge modules are designed to provide learners with a full understanding of the Folding Carton Production processes.

Carton Production

The Carton Production Learning Programme provides learners with a full understanding of the folding carton production responsibilities of an artisan. The following generic Instructor-Led-Training (ILT) knowledge modules are facilitated by Printing SA as face-to-face or online training:

- Productivity and Economics
- Advanced Quality Studies

The Carton Production programme is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Sheetfed Lithographer

The learning pathway illustration starts with the Foundational Learning Programme and ends with the Team Leader programme.



To achieve the Sheetfed Lithographer qualification, the apprentice also completes the following skills programmes.

Sheetfed Lithographers' Assistant

The Sheetfed Lithography Technicians' Assistant programme, integrates the skills, knowledge, and workplace experience a Sheetfed Lithographers' Assistant needs to competently assist Sheetfed Lithographers set-up, operate, and maintain lithographic printing presses.

TECHNICAL COURSES

The following knowledge modules are facilitated by Printing SA as face-to-face or online training:.

- Printing Press Basics
- Printing Science Basics
- Machine Maintenance Basics
- Printing Quality Basics

The Press Assistant programme is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Printing Technology Programme

The Printing Technology Learning Programme is part of Printing SA's Multi-Colour Print Production Programme. The Printing Science Intermediate Knowledge module is facilitated by Printing SA as face-to-face or online training.

The Printing Technology Intermediate programme is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Multi-colour Print Production Programme

The Multi-colour Print Production Learning Programme forms part of the Sheetfed Lithography Technician programme.

The following generic Instructor-Led-Training (ILT) knowledge modules are facilitated by Printing SA as face-to-face or online training.

- Colour Management
- Print Quality Advanced
- Productivity and Economics
- Printing Technology Advanced

The Printing Technology Advanced programme is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules

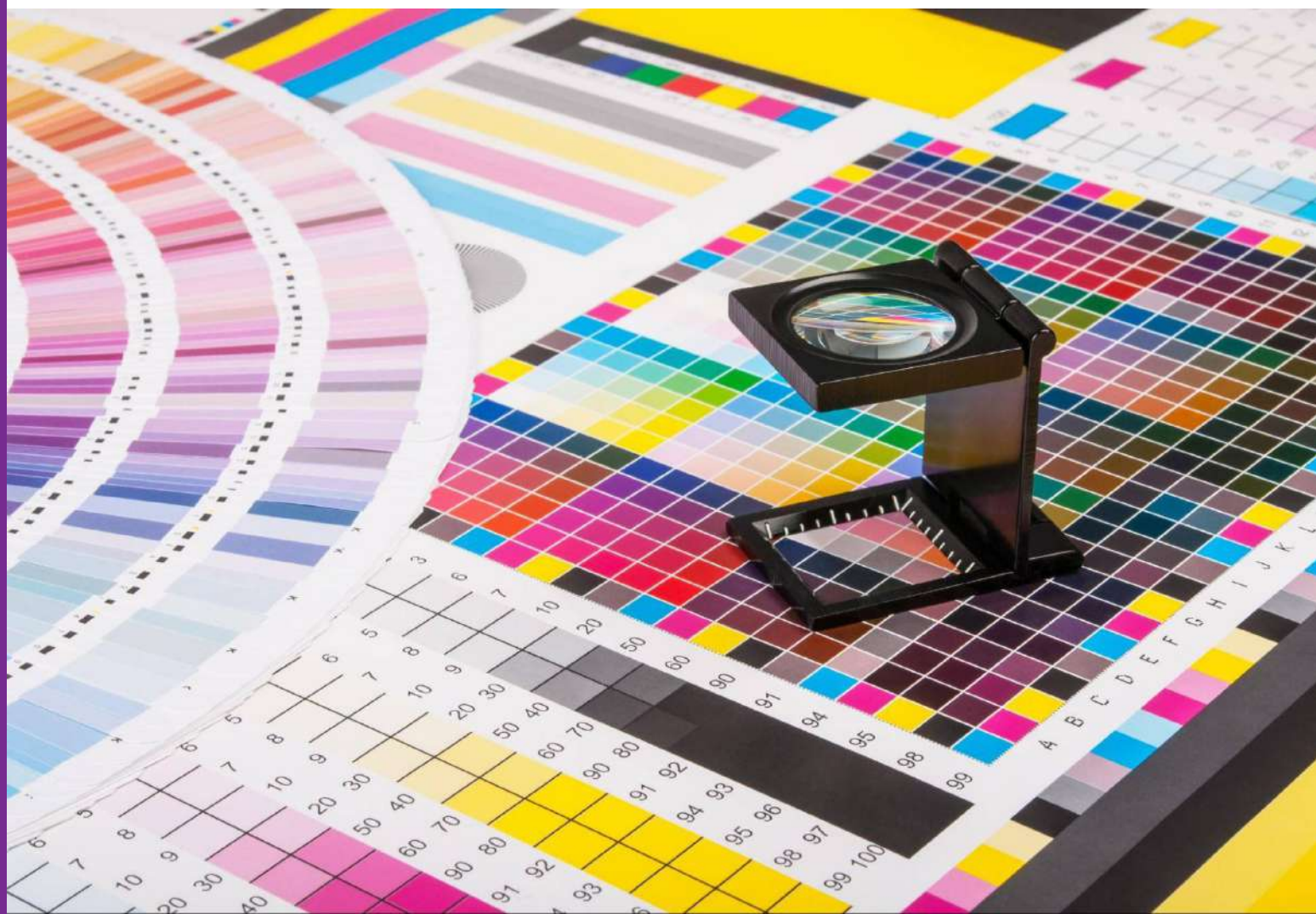
This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Colour Management e-Learning

Printing SA would like to acknowledge and thank FESPA for generously making available funding for the development of this e-Learning course which is now being presented Internationally. This media rich interactive eLearning course introduces learners to the complex field of colour management in the printing, packaging, signage, and visual communications industry.



The following topics are covered:

- Introduction to Digital Colour
- Light, Illumination and Colour
- Colour Communication
- Colour Measurement and Control
- Working with ICC Profiles

Anyone who is responsible for the measurement, control, and management of colour, from concept and design to pre-press and printing, ought to complete this programme.

Commercial Digital Printer

Printing SA would like to acknowledge and thank FESPA for generously making available funding for the re-design and development of the seven knowledge modules that form part of the Commercial Digital Printer Programme.

This programme has been designed to introduce learners to the digital printing Industry and to teach the key concepts and theories that they will need to become proficient in the digital pre-press, printing, and print finishing environments. Over the course of 14 days, learners cover the 7 topics listed below.

Introduction to Digital Printing

The content of this 2-day course includes the following:

- Introduction to Digital Printing
- Digital Printing Markets
- Digital Technologies
- Introduction to Digital Colour



Digital Pre-Press

The content of this 2-day course includes the following:

- Introduction to Digital Pre-Press
- DTP and File Design
- Imposition
- Digital Pre-Press Operations



Colour Management

The content of this 2-day course includes the following:

- Introduction to Digital Colour
- Light, Illumination and Colour
- Colour Communication
- Colour Measurement and Control





Digital Printing Inks

The content of this 2-day course includes the following:

- Ink Fundamentals
- Digital Printing Inkjet Inks
- Digital Printing Toners



Digital Printing Substrates

The content of this 2-day course includes the following:

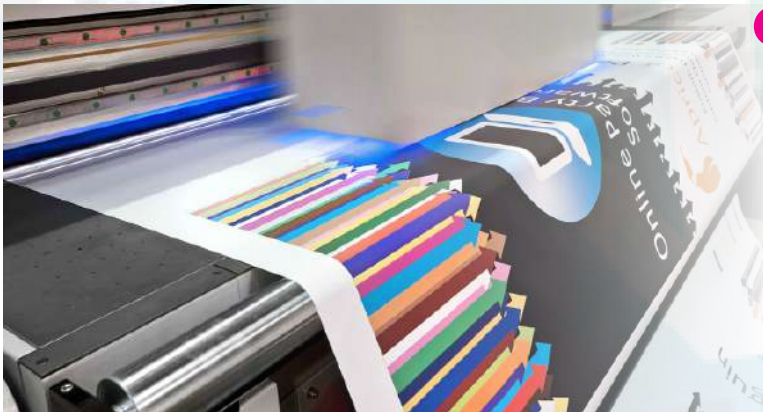
- Digital Printing Papers
- Plastic Films
- Other Printing Substrates



Digital Printing Finishing

The content of this 2-day course includes the following:

- Introduction to Digital Finishing
- Bookbinding
- Other Finishing Processes



Digital Printing Presses

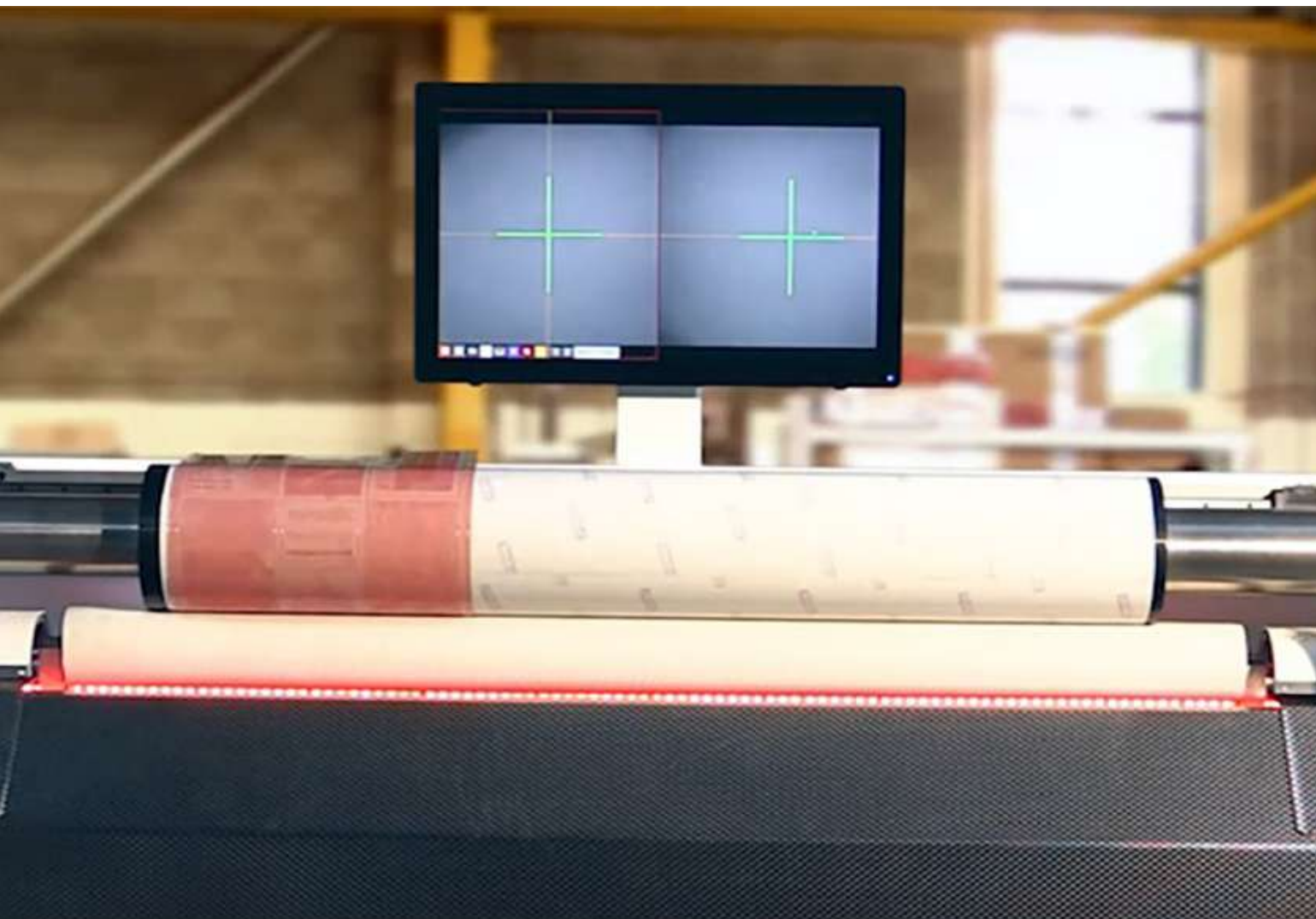
The content of this 2-day course includes the following:

- Safety and Housekeeping
- Digital Printing Environment
- Digital Printing Presses
- Digital Printing Maintenance

Flexographic Plate Mounter

This learning programme integrates the skills, knowledge, and workplace experience that a Flexographic Plate Mounter needs to competently mount flexographic printing plates.

The Flexographic Plate Mounter course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace.



Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include.

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Electronic Pre-Press Technician

Printing SA offers the following programmes for the Electronic pre-press technician.

Flexographic Plate Maker

This learning programme integrates the skills, knowledge, and workplace experience that a Flexographic Plate Maker needs to competently make flexographic printing plates.

The Flexographic Plate Maker course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Lithographic Plate Maker

This learning programme integrates the skills, knowledge, and workplace experience that a Lithographic Plate Maker needs to competently make lithographic printing plates.

The Lithographic Plate Maker course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Rotary Offset Lithography Technician

The following programme has been developed for the Rotary Offset Lithography Technician.



Reelstand Operator

This learning programme integrates the skills, knowledge, and workplace experience that a Reelstand Operator needs to competently setup and operate a reelstand.

The Reelstand Operator course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules. This programme is implemented as a partnership between Printing SA and the workplace. Printing SA provides the workplace with learning materials and if required, workplace instructors to oversee the programme implementation. The content for the practical and experiential components which Printing SA supplies include:

- Standard Operating Procedures (SoP)
- Logbooks
- Assessment Instruments

Assessment and moderation of the practical components are conducted by staff who are suitably qualified and registered as assessors.

Workplace Mentor

(Previously Blended Learning Techniques)

Our Workplace mentor programme course is designed to introduce subject matter experts to South African training legislation and equip them with the necessary knowledge and skills to facilitate in-company knowledge, practical skills, and work experience training.

The following topics are covered:

- Skills Development Legislation
- Learning Pathways
- Role Players
- Facilitators (The role of)
- Workplace Instructor (The role of)
- Assessors (The role of)
- Moderators (The role of)

This Instructor-Led-Training (ILT) course is facilitated by Printing SA as face-to-face or online training over three days. Learners are required to develop a set of learning materials over the duration of the course. The learning materials consists of the following:

- A learning guide, with a theoretical question paper
- A standard operating procedure (SoP) with a practical assessment instrument
- A work experience logbook

The programme is assessed through a submitted Portfolio of evidence.





LEADERSHIP AND ADMINISTRATION COURSES

Team Leader Programme

This programme is designed to provide delegates with a clear understanding of the role and responsibilities of a Team Leader.

It identifies where a Team Leader fits into the management structure within an organisation. It also provides delegates with the tools to become more effective leaders in the workplace, identifying various leadership styles that can be used and when to use the most appropriate style.

The motivation of subordinates is identified as key to greater productivity and there is a focus on the link between leadership, motivation, communications, and delegation skills.

Employment Legislation

The content of this 2-day knowledge module includes the following:

- Know Your Rights
- The Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Skills Development Act
- Unemployment Insurance Act
- Disciplinary Codes and Procedures



1-day Practical Module during which delegates conduct a Counselling Roleplay.

Workplace Communications

The content of this 2-day course includes the following:

- Basic Principles of Communication
- Organisational Communication
- Written Communication
- Electronic Communication
- Interview Communication
- Meetings



Workplace Ethics

The content of this 2-day course includes the following:

- Work Ethic
- Ethics in the Workplace
- Workplace Etiquette
- Code of Conduct





Performance Management

The content of this 2-day course includes the following:

- Performance Management
- Performance Measurement
- Performance Management of Teams

The 1-day Practical Module takes the form of a Performance Planning Session and a Performance Counselling Roleplay.



Team Leadership

The content of this 3-day course includes the following:

- Leadership
- Team Motivation
- Interpersonal Skills
- Leading Teams
- Meetings

Participating Companies will be provided Learner logbooks which define the Workplace Experience that must be completed, signed off and submitted with the necessary supporting evidence for verification before final certificates of competence are issued. The Team Leader component courses are facilitated by Printing SA as face-to-face or online training.



Estimating For Printers

This course was designed to provide delegates with the concepts and theories needed to produce accurate print costings and estimates. The course is run on Wednesday evenings from 17h30 to 20h00 over two semesters annually.

The 1st semester concludes with a theory examination in June each year.

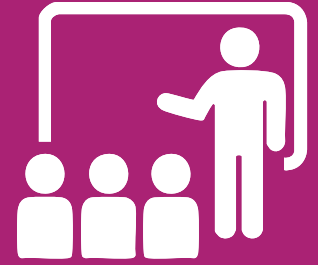
The 2nd semester concludes with two practical examinations in October each year.

The course covers the following topics:

- Introduction to Estimating
- Paper & Paper Calculations
- Technical Terms
- Magazine Production
- Book Work
- Jobbing Work
- Estimating for Web-Offset
- Computers & Computer Assisted Estimating
- Type Calculations
- Impositions Schemes
- Standard Layout for the Preparation of Quotes
- Label Work
- Hourly Cost Rates
- Carton Work



LEGISLATIVE WORKSHOPS



Labour Law Workshops

The Regional Chambers of Printing SA present bespoke Labour Law Workshops to meet the specific needs of Member Companies. Contact your Regional Chamber to enquire about these services.



These workshops are typically aimed at providing delegates with the knowledge and skill to effectively deal with labour related matters and cover the following topics:

- Employment legislation
- Dealing with misconduct in the workplace
- Dealing with poor work performance
- The Code of Good Practice
- Substance Abuse
- Initiating disciplinary proceedings
- Chairing disciplinary proceedings
- Disciplinary and Grievance procedures
- Absenteeism

At PRINTING SA, we understand the complexities and strategic importance of complying with South Africa's Employment Equity (EE), Skills Development, and Broad-Based Black Economic Empowerment (B-BBEE) legislation. We offer comprehensive workshops to help organisations not only meet legislative requirements but also leverage these frameworks to drive sustainable business growth, workforce transformation, and social impact.

Employment Equity (EE) Workshop



PRINTING SA and its partners provide expert guidance on Employment Equity compliance, helping your organisation develop and implement EE plans that align with legislative requirements while promoting diversity and inclusion.

The workshop includes:

- Development and implementation of customised Employment Equity plans
- Assistance in setting and tracking measurable EE targets
- Submission of Employment Equity reports to the Department of Employment and Labour
- Advisory on compliance strategies to minimise the risk of non-compliance penalties
- Workplace diversity and inclusion training to create an equitable work environment

Skills Development Workshop

We support your business in maximising the benefits of South Africa's Skills Development legislation by aligning your workforce training initiatives with your business goals and ensuring compliance with the Skills Development Levies Act.

The Workshop includes:

- Development of Workplace Skills Plans (WSP) and Annual Training Reports (ATR)
- Submission of documents to relevant Sector Education and Training Authorities (SETAs) to claim mandatory and discretionary grants
- Skills audits process
- Advise on skills programs, learnerships, apprenticeships, and internships that address critical skills gaps
- Identifying and implementing training initiatives that align with B-BBEE Skills Development scorecard requirements
- Access to funding opportunities for training programs
- Quality assurance of learning programme documentation
- Tracking and management of learner progress with training providers
- Building the entity's Skills Development Evidence for B-BBEE verification audits and SETA compliance

B-BBEE Strategy And Compliance

PRINTING SA offers a holistic approach to B-BBEE compliance, helping your business achieve competitive advantages by improving your B-BBEE score and positioning your organization for greater market opportunities.

The workshop includes:

- B-BBEE status evaluation and scorecard analysis to identify areas for improvement
- Development of a comprehensive B-BBEE strategy that integrates with your business objectives
- Advisory on achieving optimal scores in key B-BBEE pillars, including ownership, management control, skills development, enterprise and supplier development, and socio-economic development
- Assistance with skills development initiatives that boost your B-BBEE score while empowering your workforce
- Ongoing monitoring and reporting to ensure sustained B-BBEE compliance
- Audit preparation

Why Choose Printing SA?

- **Expertise:** We bring in depth knowledge of South African labour laws, skills development frameworks, and transformation policies to ensure you stay compliant
- **Tailored Solutions:** Our services are customised to meet your specific business needs, ensuring that compliance becomes a driver of growth and competitiveness
- **End-to-End Support:** From planning to implementation and reporting, PRINTING SA guides you through every step of the compliance journey
- **Strategic Impact:** We don't just ensure compliance; we help you turn legislative requirements into opportunities to enhance your workforce, business performance, and social impact.

Partner with PRINTING SA to unlock the full potential of EE, Skills Development, and B-BBEE legislation, transforming compliance into a strategic advantage that benefits your business, employees, and the broader community.

NOTES





TRAINING COURSE PROSPECTUS



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