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printing<sup>™</sup>  
sa  
Federation of Printing, Packaging,  
Signage & Visual Communication

# Printing SA Training Course Prospectus

# 2023



# PRINTING SA

Printing SA Confers, Consults, Campaigns and **Trains** for the well-being of the Printing, Packaging, Signage and Visual Communication Industry.

“Education is the most powerful weapon, which you can use to change the world”.

Nelson Mandela

## NATIONAL TRAINING AND DEVELOPMENT

Ken Leid heads up National Training and Development. Printing SA is an accredited training provider of the FP&M SETA and continually strives to develop training programmes and occupational qualifications that meet Industry needs.

Michelle Eybers provides the Regional Chambers administrative systems and support to ensure the effective delivery of quality education and training that meets all the FP&M SETA's requirements.



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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 properly prepare new entrants for the world of work and to excite them about the prospect of taking up 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 the online psychometric assessments as well as colour vision assessments. Do not hesitate to contact your Regional Chamber should you wish to make use of this 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, 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, which are aligned to new QCTO trade and occupational qualifications that will be rolled out over the next few years.

Our Colour Management eLearning, which has proved to be popular with our fellow FESPA Associations around the world. We have also launched our print and pre-press specific Adobe Creative Cloud blended eLearning courses which are aligned to the curriculum specifications of the Electronic Pre-press Technician qualifications.

Our Administrative courses have been designed to prepare up and coming Managers for their pivotal role with our brand-new Team Leader programme. We have partnered with the Cape Peninsular University of Technology (CPUT) to offer a new 10-month Management Development Programme (MDP). The good news is that MDP graduates will gain subject credits toward the Diploma in Printing Management offered by CPUT. The MDP and the Diploma in Printing Management subjects will be offered online by CPUT.

Please follow the QR Codes or webpage links for the salient details of each course. All learner enrolments are done via our website: <https://www.printingsa.org/services/training>

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.

Please note that all prices quoted in this publication and on our website are inclusive of VAT.

# INTRODUCTION COURSES

## FOUNDATIONAL LEARNING PROGRAMME (FLP)

This 5-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. This programme has been derived from the generic knowledge, skills, and work experience components of our newly developed QCTO occupational (trade) qualifications.



Talent Selection is highly recommended before onboarding any new employee or learner.

**The Printing SA talent selection process includes the following:**

- 📍 Lumenii Talent (Ascend) Psychometric Assessments. (MAP) Measures personality (potential) and competency role fit. (Matrigma) Measures problem solving ability and potential to learn new information.
- 📍 Farnsworth-Munsell 100 Hue Test (Colour perception testing).
- 📍 Personal interviews.



**The FLP consists of the following component courses:**

- 📍 Foundational Learning Competence (FLC) which includes:

- English Communications.
- Mathematical Literacy.

This 3-month course of study concludes with Learners writing IEB examinations



- 📍 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.
- ICDL Digital Citizen Plus.
- Basic Labour Legislation.



**Please note that all our FLP component courses may be run as separate courses.**



Visit our website for salient details and to register learners on the FLP.

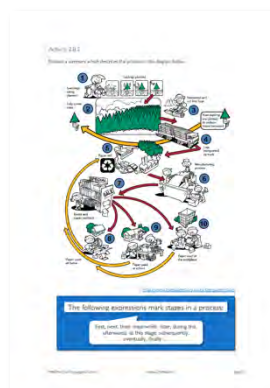
<https://printingsa.org/services/training?r=foundational-learning-programme>

Please contact your Regional Chamber for further information regarding your specific training needs.

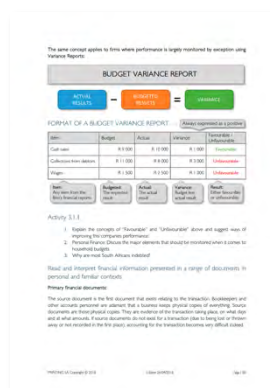
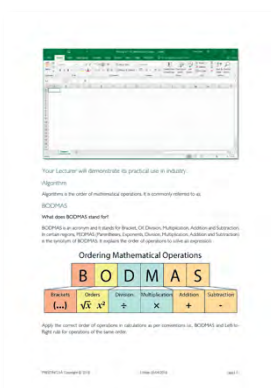
# FOUNDATIONAL LEARNING COMPETENCE (FLC)

This 3-month course of study outlines the minimum level of competence required for optimal functioning in the world of work and for those learners enrolled on NQF Levels 2 to 4 occupational qualifications. The FLC shall become a requirement for learners wishing to gain access to trade testing in future.

Printing SA has developed learning material to cover the IEB (Independent Examinations Board) curricula for English Communications and Mathematical Literacy.



This learning material has been tailored to provide learners some insight to Printing and Packaging related communications and calculations.



Printing SA is an IEB registered Foundational Learning Competence Training Provider.

Learners are required to successfully complete the IEB examinations after completing their studies.



Visit our website for salient details and to register learners on the FLC.

<https://printingsa.org/services/training?r=foundational-learning-competence>

Please contact your Regional Chamber for further information regarding your specific training needs.



# INTRODUCTION TO THE PRINTING AND PACKAGING INDUSTRY

This course has been developed in-line with the knowledge subject specifications and assessment criteria of the new printing and packaging qualifications that are being developed and approved by the Quality Council for Trades and Occupations (QCTO). The course also includes a series of occupational videos.

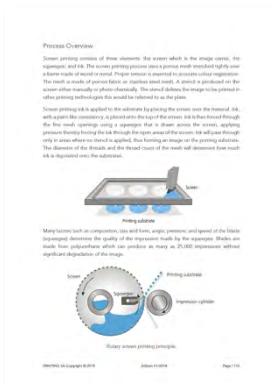
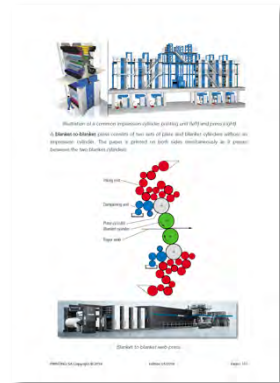


[Subscribe to our channel and view the occupational videos](#)



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.



Visit our website for salient details and to register learners on the Introduction to the Printing and Packaging Industry Programme.

<https://printingsa.org/services/training?r=intro-printing-and-packaging-industry-programme>

Please contact your Regional Chamber should you wish to enrol learners on our Introduction to the Printing and Packaging Industry programme on alternative dates.



# 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 and are also aligned to the knowledge subject specifications and assessment criteria of the new printing and packaging qualifications that have been developed and approved by the Quality Council for Trades and Occupations (QCTO):

## Safety, Health and Environment Representative Course

The content of this 1-day course includes:

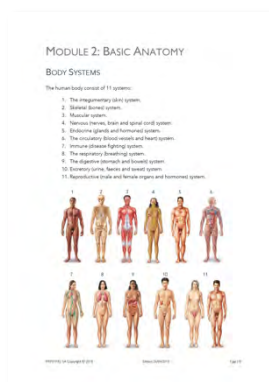
- 📍 Health and Safety.
- 📍 The OHSA.
- 📍 SHE Rep Functions.
- 📍 SHE Committees.
- 📍 Risk Assessments.
- 📍 Incident Investigation.



## First Aid Level 1 course

The content of this 2-day course includes:

- 📍 Emergency Care.
- 📍 Basic Anatomy.
- 📍 An Emergency Scene.
- 📍 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.



Visit our website for salient details and to register learners on our Occupational Health and Safety Courses.

<https://printingsa.org/occupational-health-and-safety-programme>

Please contact your Regional Chamber should you wish to enrol learners on our Occupational Health and Safety Courses on alternative dates.



# 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 and are also aligned to the QCTO occupational qualifications:

## Personal Hygiene

The content of this 1-day course includes:

- Hygiene.
- Personal Grooming.
- STI's.
- HIV.



## Personal Finance

The content of this 1-day course includes:

- Budgeting.
- Financial Planning.
- Financial Independence.
- Other Considerations.



# Workplace Etiquette

The content of this 1-day course includes:

📍 Workplace Etiquette.

📍 Stress in the Workplace.



# ICDL Digital Citizen Plus

This 3-day course, presented in partnership with ICDL South Africa, is specially developed for candidates who have very little experience of computers and the Internet and helps to 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.

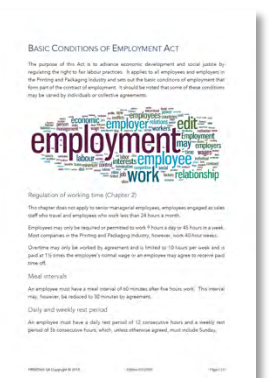
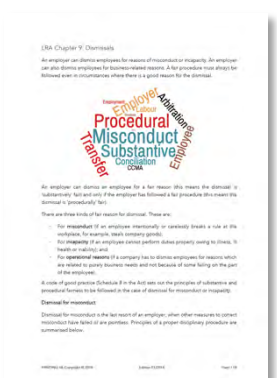
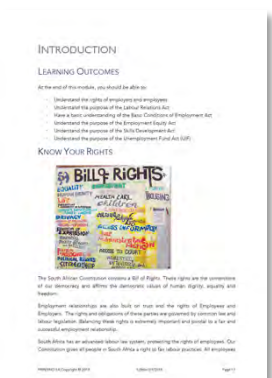
📍 The Labour Relations Act.

📍 Basic Conditions of Employment Act.

📍 Employment Equity Act.

📍 Skills Development Act.

📍 Unemployment Insurance Act.



Visit our website for salient details and to register learners on the Work Life Orientation Courses.

<https://printingsa.org/work-life-orientation-programme>

Please contact your Regional Chamber should you wish to enrol learners on our Work Life Orientation Courses on alternative dates.

## 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 BBBEE contribution.

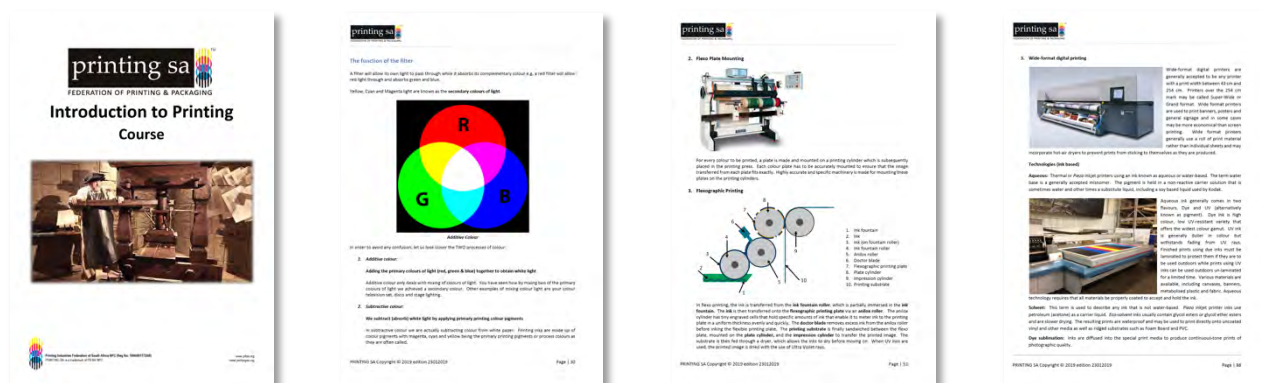


# INTRODUCTION TO PRINTING (ID2)

Printing SA still 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 2½-day course includes:

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



Visit our website for salient details and to register learners on the ID2 Course.

<https://printingsa.org/services/training?r=intro-printing-course-ID2>

Please contact your Regional Chamber should you wish to enrol learners on the ID2 Course on alternative dates.

# TECHNICAL COURSES

## TECHNICAL THEORETICAL MODULES TT1, 2 AND 3

Printing SA offers TT Modules in all Pre-Press, Printing, Packaging and Finishing trades. Apprentices indentured 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, two 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.

We have also introduced an FP&M SETA approved continuous assessment model whereby Learners are assessed on every module to ensure total comprehension before moving on to the next. These assessments are conducted as closed book exams at our Regional Training Centres. The average marks obtained by Learners contribute 40% toward their final FP&M SETA exam result. The excellent results that we are achieving in these final examinations bears testimony to the fact that this strategy is working.

### Technical Theoretical Modules 1 (TT1)

Apprentices should attend TT1 once they have completed the majority of modules defined in the 1<sup>st</sup> and 2<sup>nd</sup> 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.

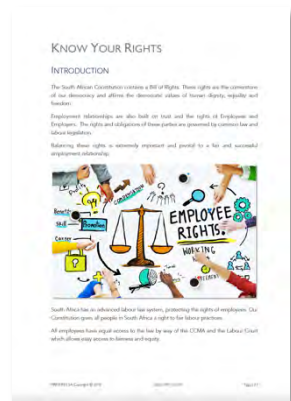
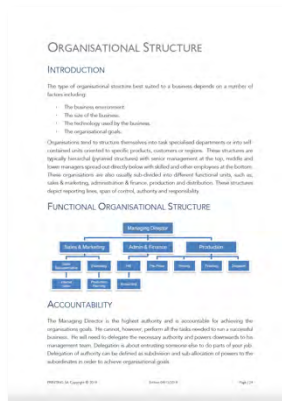
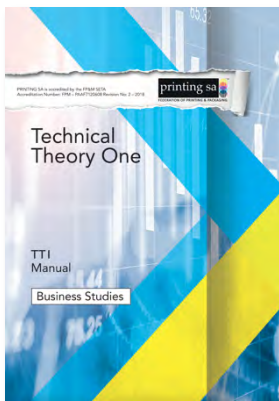
**Printing SA offers the following Trade Theory subjects at TT1:**

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



## Printing SA offers the following Generic subjects at TT1:

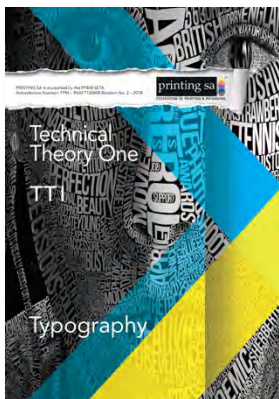
### Business Studies.



### Printers Machinery.



### Typography (For Origination Apprentices).

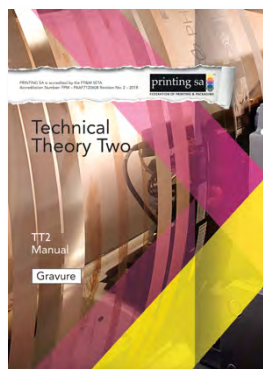
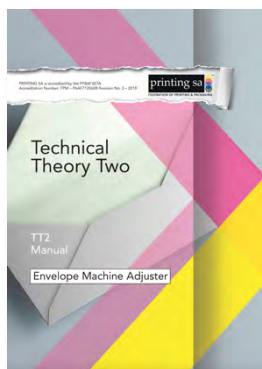




## Technical Theoretical Modules 2 (TT2)

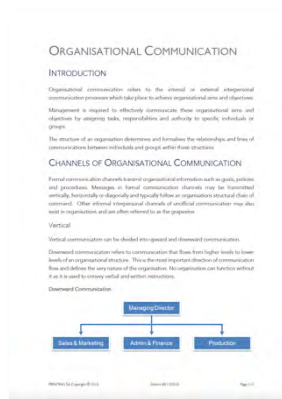
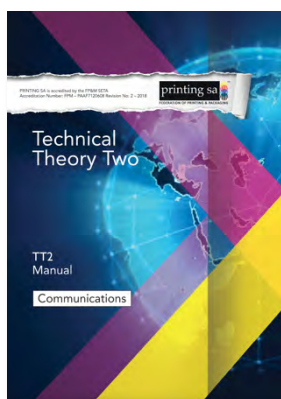
Printing SA offers the following Trade Theory subjects at TT2:

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

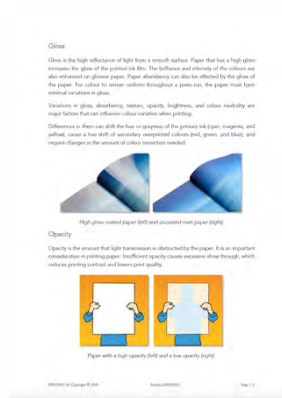


Printing SA offers the following Generic subjects at TT2:

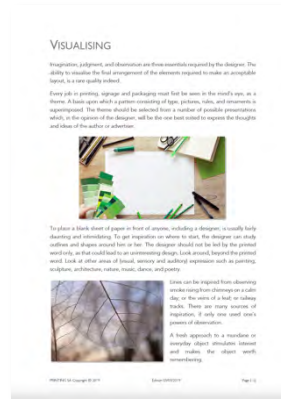
- 📍 Communications.



- 📍 Printers Material Technology 2.



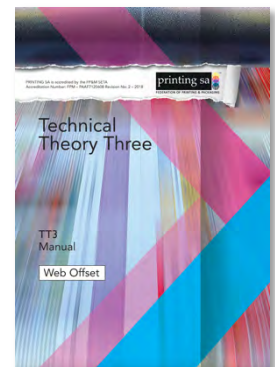
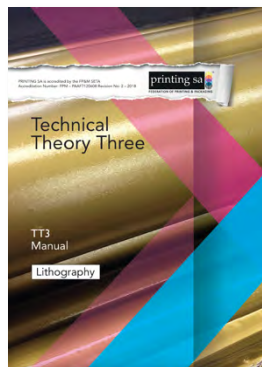
## 📍 Design and Layout (For Origination Apprentices).



## Technical Theoretical Modules 3 (TT3)

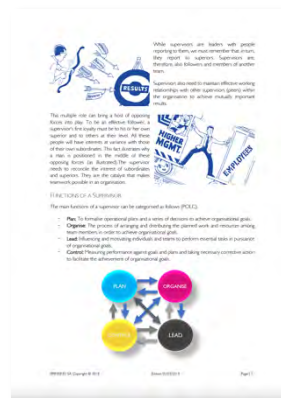
Printing SA offers the following Trade Theory subjects at TT3:

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



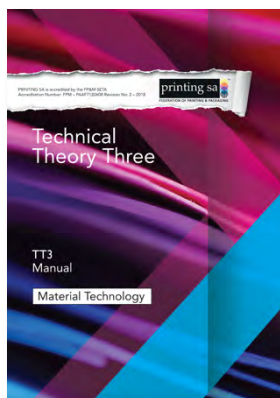
Printing SA offers the following Generic subjects at TT3:

- 📍 Printers Administration.

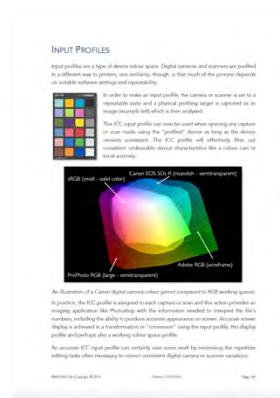
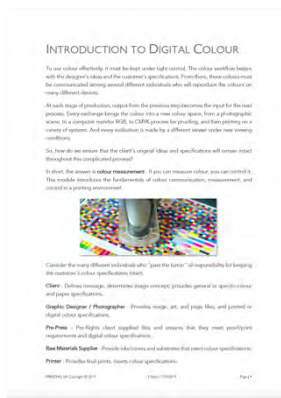




## Printers Material Technology 3.



## Colour Management (For Origination Apprentices).



Visit our website for salient details and to register learners on our TT Modules.

<https://printingsa.org/services/training?r=technical-theoretical-modules>

Please contact your Regional Chamber should you wish to enrol learners on Face-to-Face TT Modules.

TT Module Rosters are also available to view or download via our website.

# ADOBE CREATIVE CLOUD BLENDED ELEARNING

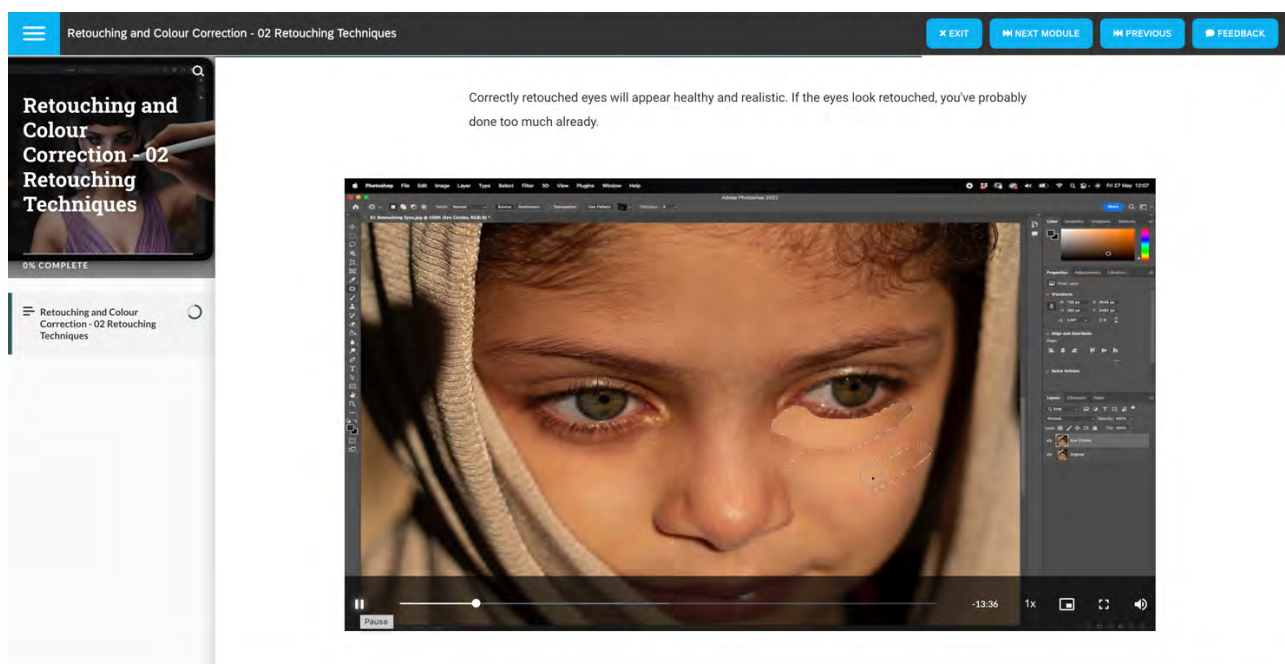
Our Adobe Creative Cloud courses have been developed specifically for the printing, packaging, signage, and visual communications Industry and meet the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The blended eLearning classes combine video tutorials, rich interactive eLearning technologies, and learning material with practical activities, online contact sessions and assessments.

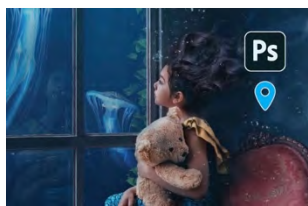
Learners who successfully complete the theoretical and practical summative assessments will receive Adobe Authorised Training Certificates.

The following series of course are facilitated in partnership with the Institute for Media Strategies and Design (iMSD) an Adobe Authorised Training Centre:

- 📍 Adobe Photoshop CC Essentials
- 📍 Adobe InDesign CC Essentials
- 📍 Adobe Illustrator CC Essentials
- 📍 Adobe Acrobat DC for Print and Prepress
- 📍 Adobe Photoshop CC Intermediate
- 📍 Adobe InDesign CC Intermediate
- 📍 Adobe Illustrator CC Intermediate
- 📍 Adobe Photoshop CC Advanced
- 📍 Adobe InDesign CC Advanced
- 📍 Adobe Illustrator CC Advanced
- 📍 Retouching and Colour Correction
- 📍 Packaging Design Fundamentals



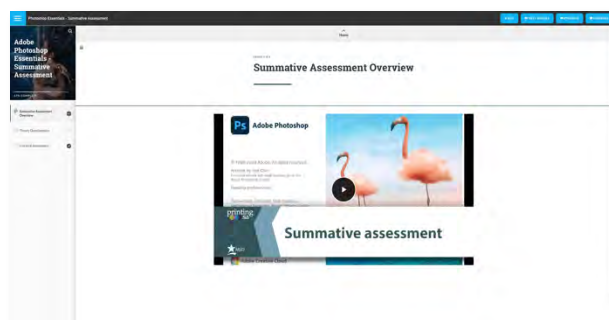
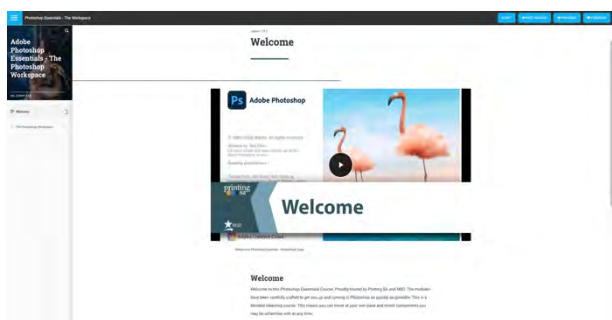
# Adobe Photoshop CC Essentials



This Adobe Photoshop Essentials course has been developed specifically for new users and covers all fundamentals and key printing workflows.

The course covers the following topics which are aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications.

- 📍 Getting to know the work area
- 📍 Photoshop setup for print
- 📍 Working with colours
- 📍 Working with tools and tool properties
- 📍 Customising panels for print workflows
- 📍 Working with selections
- 📍 Enhancing images for print
- 📍 Cropping and scaling an image
- 📍 Working with image, text, and adjustment layers
- 📍 Flattening and saving files for print



Visit our website for salient details and to register learners on Adobe Photoshop CC Essentials.

<https://printingsa.org/acs-course?r=adobe-photoshop-cc-essentials>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Photoshop CC Essentials on alternative dates.

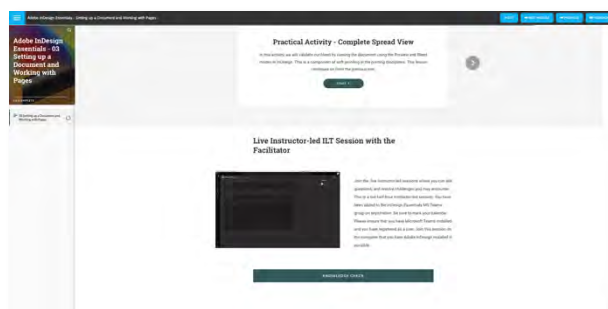
# Adobe InDesign CC Essentials



This Adobe InDesign Essentials course has been developed specifically for new users and covers all fundamentals and key printing workflows.

The course covers the following topics which are aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications.

- 📍 Exploring the workspace and panels
- 📍 Creating and saving a document
- 📍 Getting to know text, objects, and graphics
- 📍 Navigating through a document
- 📍 Pre-flighting as you work
- 📍 Setting up a document for print workflows
- 📍 Working with text, objects, and layers
- 📍 Transforming and aligning objects
- 📍 Selecting and modifying grouped objects
- 📍 Setting up spreads and master pages correctly



Visit our website for salient details and to register learners on Adobe InDesign CC Essentials.

<https://printingsa.org/acs-course?r=adobe-indesign-cc-essentials>

Please contact your Regional Chamber should you wish to enrol learners on Adobe InDesign CC Essentials on alternative dates.

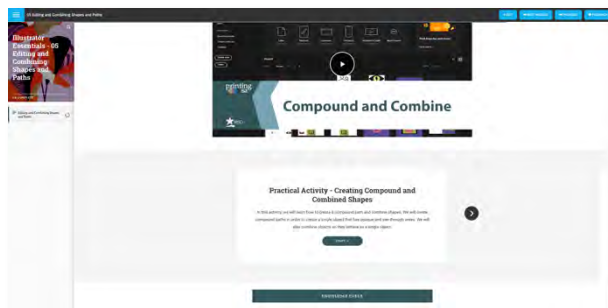
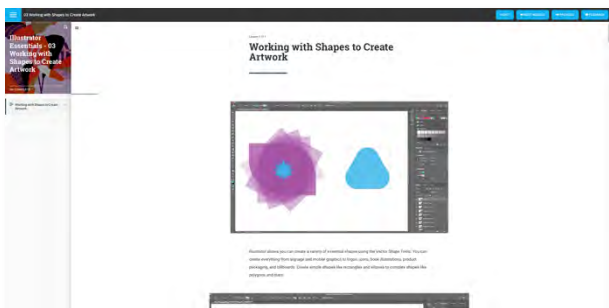
## Adobe Illustrator CC Essentials



This Adobe Illustrator Essentials course has been developed specifically for new users and covers all fundamentals and key printing workflows.

The course covers the following topics which are aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications.

- 📍 Getting to know the work area
- 📍 Getting to know the toolbar
- 📍 Zooming and panning in a document
- 📍 Navigating and using multiple artboards
- 📍 Selecting and editing objects
- 📍 Aligning and distributing objects
- 📍 Working with groups
- 📍 Arranging objects
- 📍 Selecting objects behind
- 📍 Working with basic shapes and lines



Visit our website for salient details and to register learners on Adobe Illustrator CC Essentials.

<https://printingsa.org/acs-course?r=adobe-illustrator-cc-essentials>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Illustrator CC Essentials on alternative dates.



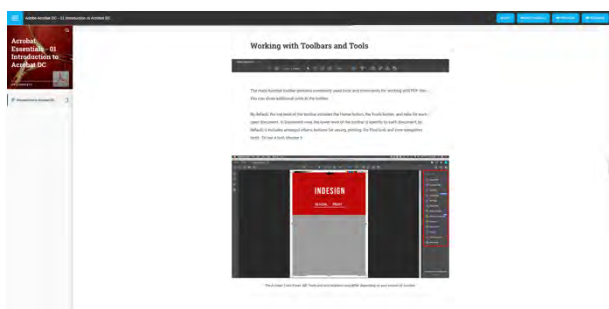
## Adobe Acrobat DC for Print and Pre-Press



The Adobe Acrobat DC course has been developed specifically for the printing, packaging, signage and visual communications Industry and meet the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The course covers the following topics:

- 📍 Using acrobat in professional printing
- 📍 Creating PDF files for print and prepress
- 📍 Guidelines for creating print-ready PDF files
- 📍 Preflighting files (Acrobat Pro)
- 📍 Working with transparency (Acrobat Pro)
- 📍 PDF standards
- 📍 About flattening options in the flattener
- 📍 Setting up colour management
- 📍 Previewing your print job (Acrobat Pro)
- 📍 Advanced printing controls

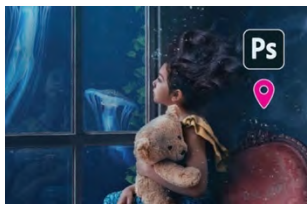


Visit our website for salient details and to register learners on Adobe Acrobat DC for Print and Pre-Press.

<https://printingsa.org/acs-course?r=adobe-acrobat-print-prepress>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Acrobat DC for Print and Pre-Press on alternative dates.

# Adobe Photoshop CC Intermediate



This Adobe Photoshop Intermediate course builds on competencies acquired in the Essentials module. It further enhances proficiency in pre-press and print.

The course is also aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications and covers the following topics:

- 📍 Basic photo corrections
- 📍 Image distortion correction, stitching and perspective adjustment
- 📍 Strategy for retouching
- 📍 Resolution and image size
- 📍 Straightening and cropping the image in Photoshop
- 📍 Adjusting the colour and tone
- 📍 Repairing and sharpening photographs
- 📍 Vector drawing techniques
- 📍 About bitmap images and vector graphics
- 📍 Working with logos, text, and custom shapes

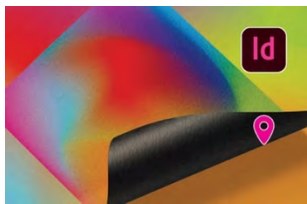


Visit our website for salient details and to register learners on Adobe Photoshop CC Intermediate.

<https://printingsa.org/acs-course?r=adobe-photoshop-cc-intermediate>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Photoshop CC Intermediate on alternative dates.

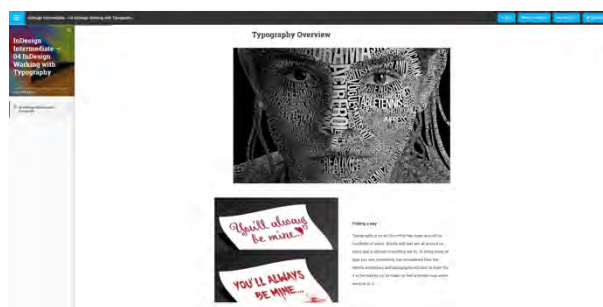
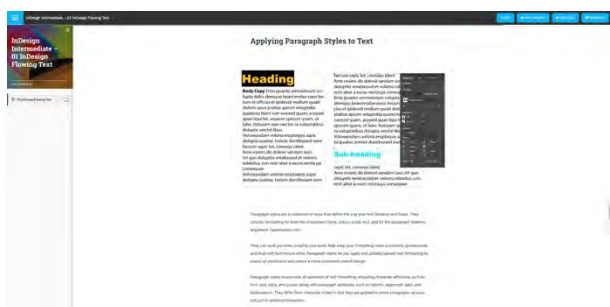
# Adobe InDesign CC Intermediate



This Adobe InDesign Intermediate course builds on competencies acquired in the Essentials module. It further enhances proficiency in pre-press and print.

The course is also aligned to the specifications of the new QCTO Electronic Pre-press Technician Qualifications and covers the following topics:

- 📍 Setting and editing text
- 📍 Applying paragraph, character, nested and objects styles
- 📍 Finding and changing text and formatting
- 📍 Checking spelling
- 📍 Tracking changes
- 📍 Working with fonts, type controls, and glyphs
- 📍 Creating drop caps and text wraps
- 📍 Working with colour
- 📍 Defining printing requirements
- 📍 Creating and applying colours, tint swatches and gradients



Visit our website for salient details and to register learners on Adobe InDesign CC Intermediate.

<https://printingsa.org/acs-course?r=adobe-indesign-cc-intermediate>

Please contact your Regional Chamber should you wish to enrol learners on Adobe InDesign CC Intermediate on alternative dates.

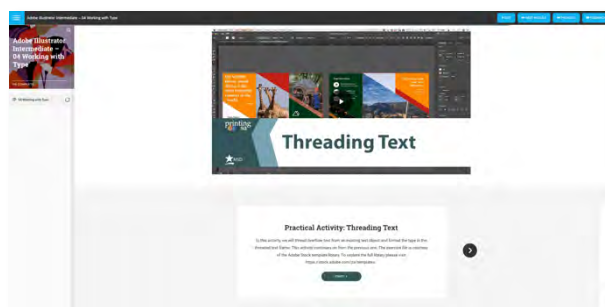
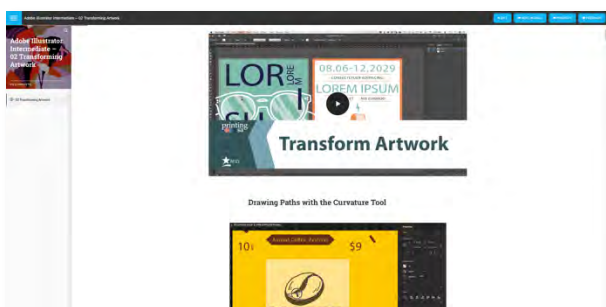
## Adobe Illustrator CC Intermediate



The Adobe Illustrator Intermediate course has been developed specifically for the printing, packaging, signage, and visual communications Industry and meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The course covers the following topics:

- 📍 Working with the properties panel
- 📍 Using image trace
- 📍 Creating a compound path
- 📍 The shape builder tool and the curvature tool
- 📍 Working with symbols, brushes, and effects
- 📍 Preparing your document for print
- 📍 Further exploration of the drawing tools
- 📍 Working with and converting colour
- 📍 Advanced type features
- 📍 Organising your artwork with layers

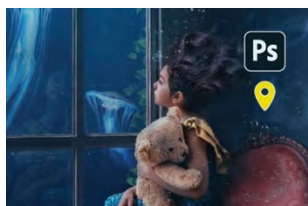


Visit our website for salient details and to register learners on Adobe Illustrator CC Intermediate.

<https://printingsa.org/acs-course?r=adobe-illustrator-cc-intermediate>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Illustrator CC Intermediate on alternative dates.

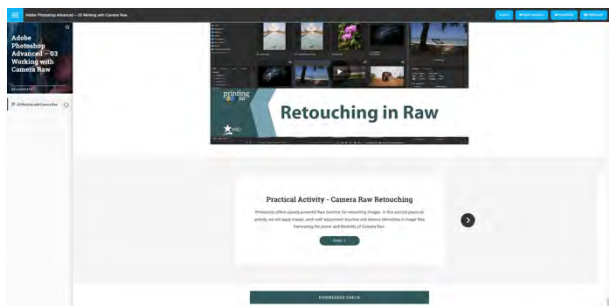
# Adobe Photoshop CC Advanced



This Adobe Photoshop Advanced course is designed to take your skills to an advanced level of proficiency using international standards. It is an industry relevant course that meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The following topics are covered during the course:

- 📍 Working with masks and channels, and select subject
- 📍 Advanced Compositing
- 📍 Using Smart Filters
- 📍 Upscaling a low-resolution image
- 📍 Processing files in Camera Raw
- 📍 Applying advanced colour correction
- 📍 Producing Consistent Colour
- 📍 Specifying colour management settings
- 📍 Soft proofing and out of gamut colours
- 📍 Converting an image colour space for a specific output requirement



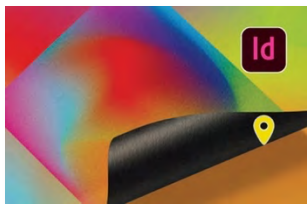
Visit our website for salient details and to register learners on Adobe Photoshop CC Advanced.

<https://printingsa.org/acs-course?r=adobe-photoshop-cc-advanced>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Photoshop CC Advanced on alternative dates.



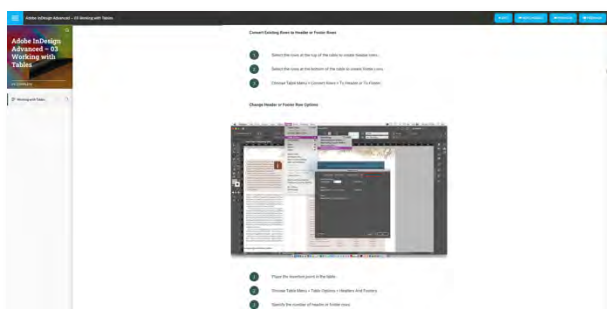
## Adobe InDesign CC Advanced



This Adobe InDesign Advanced course is designed to take your skills to an advanced level of proficiency using international standards. It is an industry relevant course that meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The following topics are covered during the course:

- 📍 Creating and applying baseline and document grids
- 📍 Creating and applying object and table styles
- 📍 Importing and modifying graphics from other programs
- 📍 Adjusting display quality
- 📍 Filling type with a graphic
- 📍 Working with tables
- 📍 Working with transparency
- 📍 Importing and colourizing a grayscale image
- 📍 Adding transparency effects to imported vector and bitmap graphics
- 📍 Working with effects

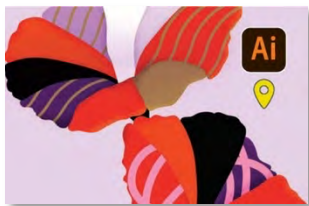


Visit our website for salient details and to register learners on Adobe InDesign CC Advanced.

<https://printingsa.org/acs-course?r=adobe-indesign-cc-advanced>

Please contact your Regional Chamber should you wish to enrol learners on Adobe InDesign CC Advanced on alternative dates.

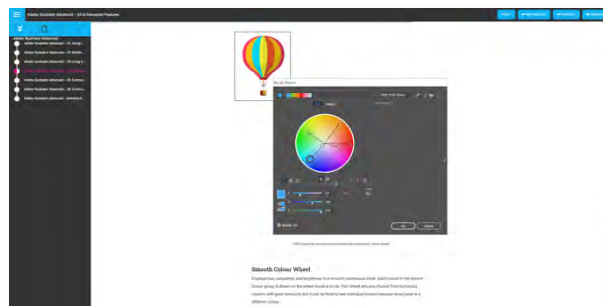
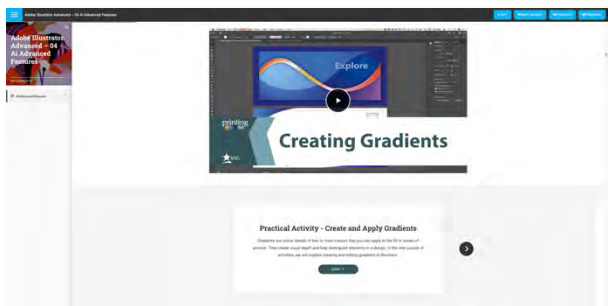
## Adobe Illustrator CC Advanced



This Adobe Illustrator Advanced course is designed to take your skills to an advanced level of proficiency using international standards. It is an industry relevant course that meets the assessment specifications of the new QCTO Electronic Pre-press Technician Qualifications.

The course covers the following topics:

- 📍 Adding multiple strokes and fills to text and objects using the appearance panel
- 📍 Using live, Photoshop and 3D effects
- 📍 Working with symbols and libraries
- 📍 Working with creative cloud libraries and assets
- 📍 Working with global edit
- 📍 Placing multiple images
- 📍 Masking images
- 📍 Embedding and unembedding images
- 📍 Sharing projects and packaging a file
- 📍 Exporting for different printing needs



Visit our website for salient details and to register learners on Adobe Illustrator CC Advanced.

<https://printingsa.org/acs-course?r=adobe-illustrator-cc-advanced>

Please contact your Regional Chamber should you wish to enrol learners on Adobe Illustrator CC Advanced on alternative dates.

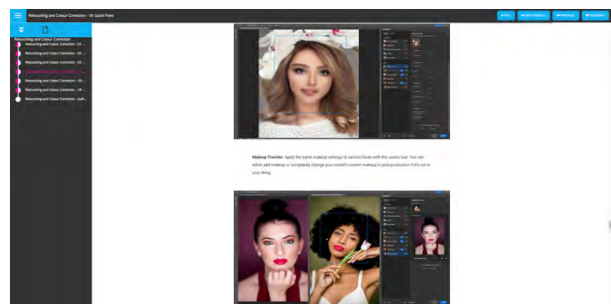
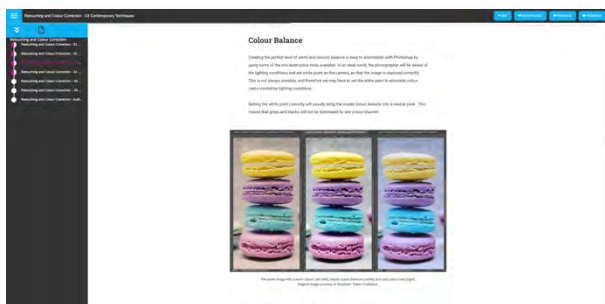
# Retouching and Colour Correction



This Retouching and Colour Correction course exposes learners to advanced techniques. Explore cutting-edge retouching methods for professional print output.

The course covers the following topics:

- 📌 Optimising your Photoshop settings across your workflow
- 📌 Understanding, managing, and optimising image and colour environment
- 📌 Colour Models and why you need to understand them
- 📌 Colour Printing versus colour for devices
- 📌 The professional retoucher's checklist
- 📌 Drawing tablets versus working with a mouse
- 📌 Portrait and people retouching, focusing on facial features
- 📌 Working with RAW images
- 📌 Colour correction and compensating for lighting
- 📌 Corrections with levels, curves, channels, and adjustment layers



Visit our website for salient details and to register learners on Retouching and Colour Correction.

<https://printingsa.org/acs-course?r=retouching-and-colour-correction>

Please contact your Regional Chamber should you wish to enrol learners on Retouching and Colour Correction on alternative dates.

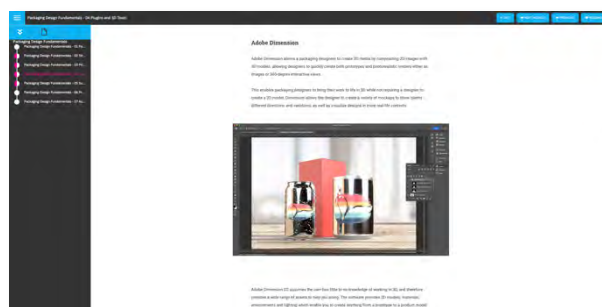
# Packaging Design Fundamentals



This Packaging Design Fundamentals course is crafted with the unique demands of packaging in mind. Learn how to prepare designs that conform to strict press and packaging industry requirements.

The course covers the following topics:

- 📌 Important considerations for packaging design workflows
- 📌 Key product measurements and mock-up testing
- 📌 Creating workable die lines so artwork fits to panels
- 📌 Barcodes and QR codes
- 📌 Print production guidelines
- 📌 Colour separations and preparing content for prepress
- 📌 Pdf/x standards-based printing, output and RIP'ing
- 📌 Proofing designs and working with materials
- 📌 Packaging types and considerations
- 📌 Foils, embossing and special inks



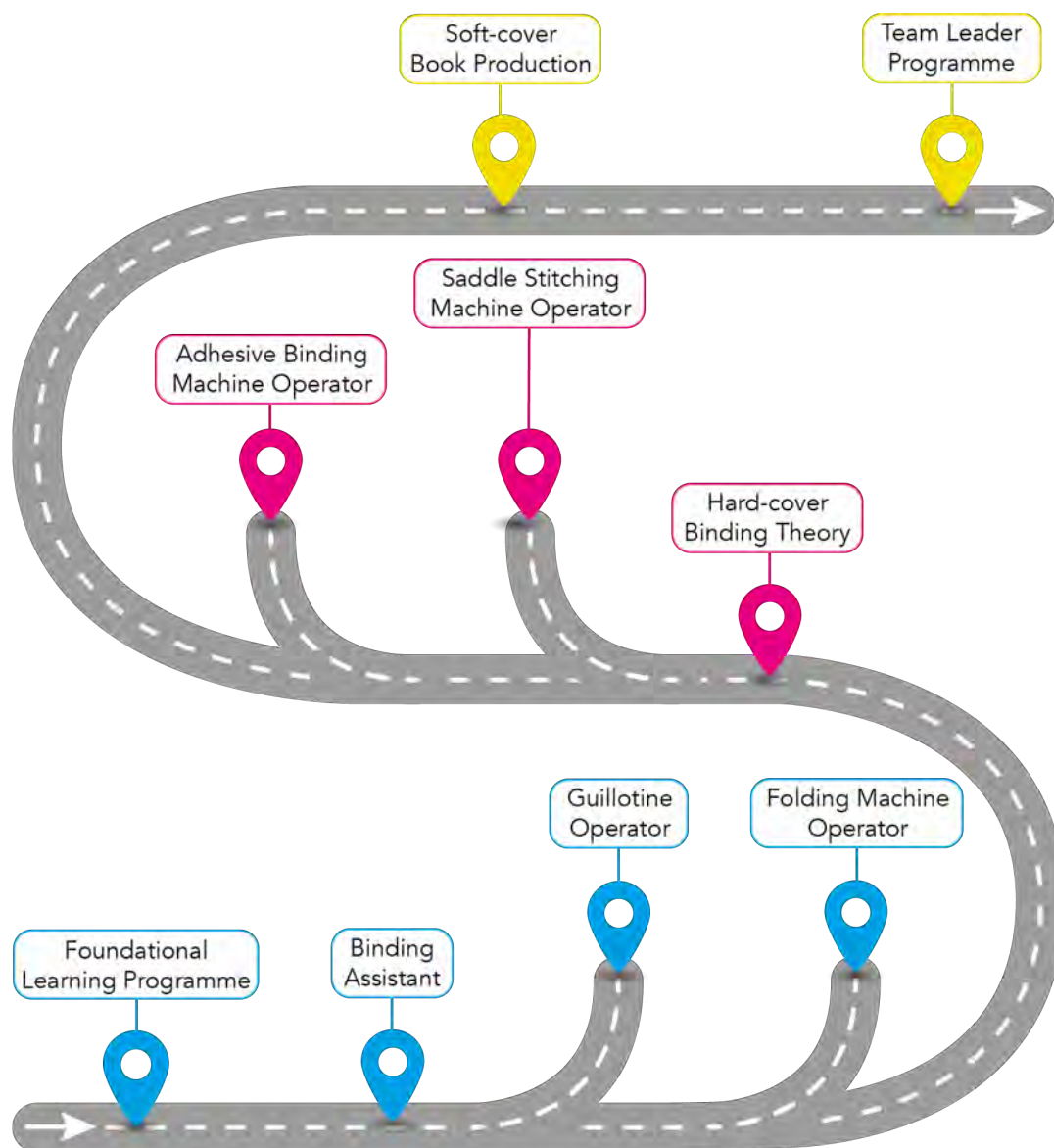
Visit our website for salient details and to register learners on Packaging Design Fundamentals.

<https://printingsa.org/acs-course?r=packaging-design-fundamentals>

Please contact your Regional Chamber should you wish to enrol learners on Packaging Design Fundamentals on alternative dates.

# SOFT-COVER BOOKBINDER LEARNING PATHWAY

Welcome to the occupational learning pathway for the Mechanised Soft-Cover Bookbinding Technicians qualification (SAQA ID: 101700 - NQF Level 4).



The learning pathway illustration starts with the Foundational Learning Programme and ends with the Team Leader programme. Completion of the programme provides the learner access to a final trade test. The pathway can be interpreted with the legend below:

- 📍 NQF Level 2
- 📍 NQF Level 3
- 📍 NQF Level 4

The knowledge, skills, and workplace experience modules, found in these programmes, were derived from the generic content of the printing and packaging occupational qualifications (Trades) already developed by Printing SA in partnership with the FP&M SETA.



The learning pathway illustrates the sequence of learning with a road and various learning programmes with pins. A destination pin, that is directly on the pathway, shows that the programme forms part of the sequence of learning but is not a separate occupational qualification.

A destination pin, located on an offramp, shows that the programme is a stand-alone occupational qualification, which can be achieved independently or as an integrated part of the parent (trade) qualification.

## Bookbinders Assistant

The Bookbinders Assistant Learning Programme allows for employers to send their learners to Printing SA to attend the following knowledge modules:

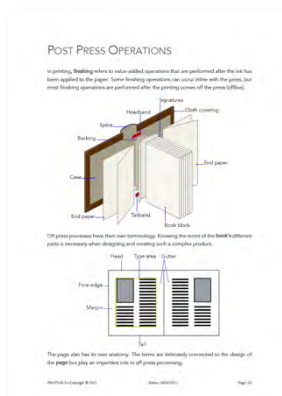
- 📍 Machine Maintenance Basics.
- 📍 Printing Science Basics.
- 📍 Printing Quality Basics.



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

The Bindery Assistant course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules:

- 📍 Bindery Assistant.



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.

### External Integrated Summative Assessment

Upon completion of the Bookbinders Assistant Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Bookbinding Assistant.



Visit our website for salient details and to register learners on the Bookbinders Assistant Programme.

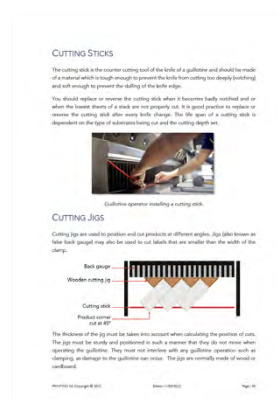
<https://printingsa.org/bookbinders-assistant>

Please contact your Regional Chamber should you wish to enrol learners on the Bookbinders Assistant Programme on alternative dates.

## Guillotine Operator

The learning programme of this SAQA registered Guillotine Operator qualification 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.

- 📍 Guillotine Operator Knowledge Module.



This 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.

## External Integrated Summative Assessment (EISA)

Upon completion of the Guillotine Operator Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Guillotine Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Guillotine Operator (SAQA ID: 118116 - NQF Level 2).



Visit our website for salient details and to register learners on the Guillotine Operator Programme.

<https://printingsa.org/services/training?r=guillotine-operator-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Guillotine Operator Programme on alternative dates.

## Folding Machine Operator




The learning programme of this SAQA registered Folding Machine Operator qualification 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.

### Folding Machine Operator 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.

## External Integrated Summative Assessment (EISA)

Upon completion of the Folding Machine Operator Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Folding Machine Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Folding Machine Operator (SAQA ID: 118117 - NQF Level 2).

Visit our website for salient details and to register learners on the Folding Machine Operator Programme.



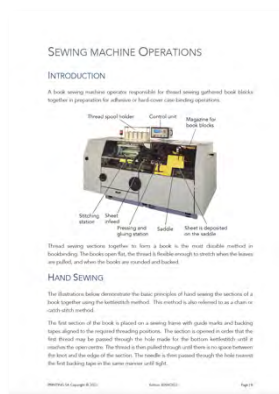
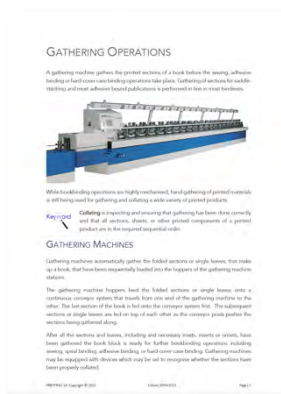
<https://printingsa.org/services/training?r=folding-machine-operator-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Folding Machine Operator Programme on alternative dates.

## Hard-Cover Binding Technology

The Hard-Cover Binding Technology knowledge module is designed to meet the Mechanised Soft-Cover Bookbinding Technology curriculum specifications by providing learners with a full understanding of the following occupational qualifications:

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



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





Visit our website for salient details and to register learners on the Hard-Cover Binding Technology knowledge module.

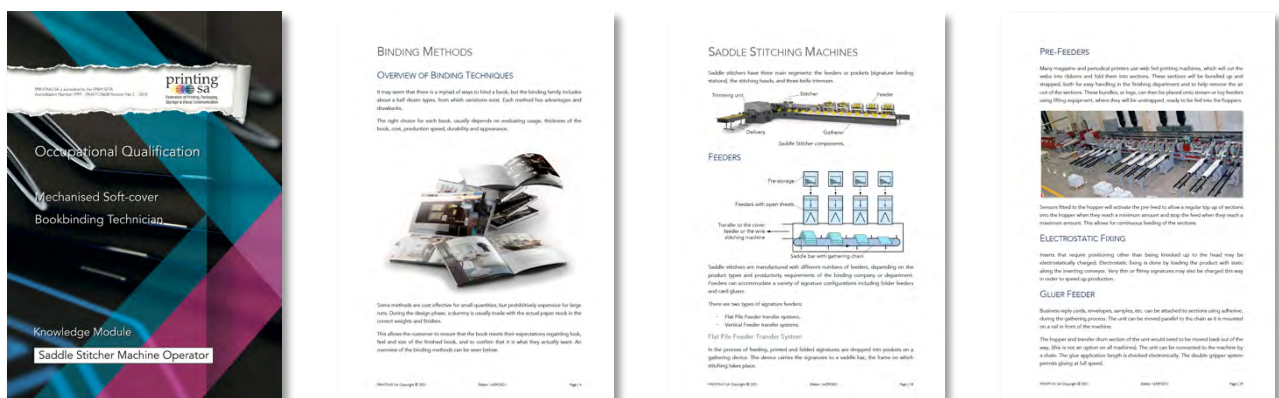
<https://printingsa.org/services/training?r=hard-cover-binding-technology>

Please contact your Regional Chamber should you wish to enrol learners on the Hard-Cover Binding Technology knowledge module on alternative dates.

## 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.

### 📍 Saddle Stitching Machine Operator 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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Saddle Stitching Machine Operator Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Saddle Stitching Machine Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Saddle Stitching Machine Operator (SAQA ID: 118118 - NQF Level 3).





Visit our website for salient details and to register learners on the Saddle Stitching Machine Operator Programme.

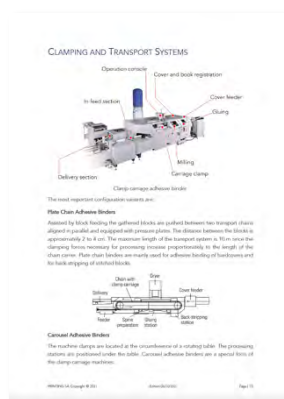
<https://printingsa.org/services/training?r=saddle-stitching-operator-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Saddle Stitching Machine Operator Programme on alternative dates.

## Adhesive Binding Machine Operator

The learning programme of this SAQA Registered Adhesive Binding Machine Operator qualification 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.

### 📍 Adhesive Binding Machine Operator 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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Saddle Stitching Machine Operator Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as an Adhesive Binding Machine Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Adhesive Binding Machine Operator qualification. (SAQA ID: 118119 - NQF Level 3)



Visit our website for salient details and to register learners on the Adhesive Binding Machine Operator Programme.

<https://printingsa.org/services/training?r=adhesive-binding-operator-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Adhesive Binding Machine Operator Programme on alternative dates.

## Soft-Cover Book Production

The Soft-Cover Book Production Learning Programme is designed to meet the Mechanised Soft-Cover Bookbinding Technology curriculum specifications by providing 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.

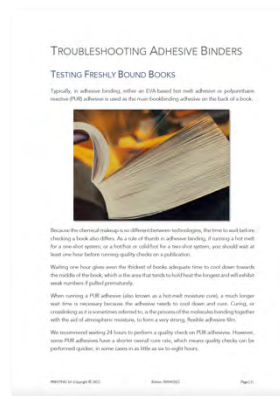
📍 Advanced Quality Studies.

📍 Productivity and Economics.



The Soft-Cover Book Production programme is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules:

📍 Soft-Cover Book Production.



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.

### External Integrated Summative Assessment

Upon completion of the Soft-Cover Book Production Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence in Soft-Cover Book Production.



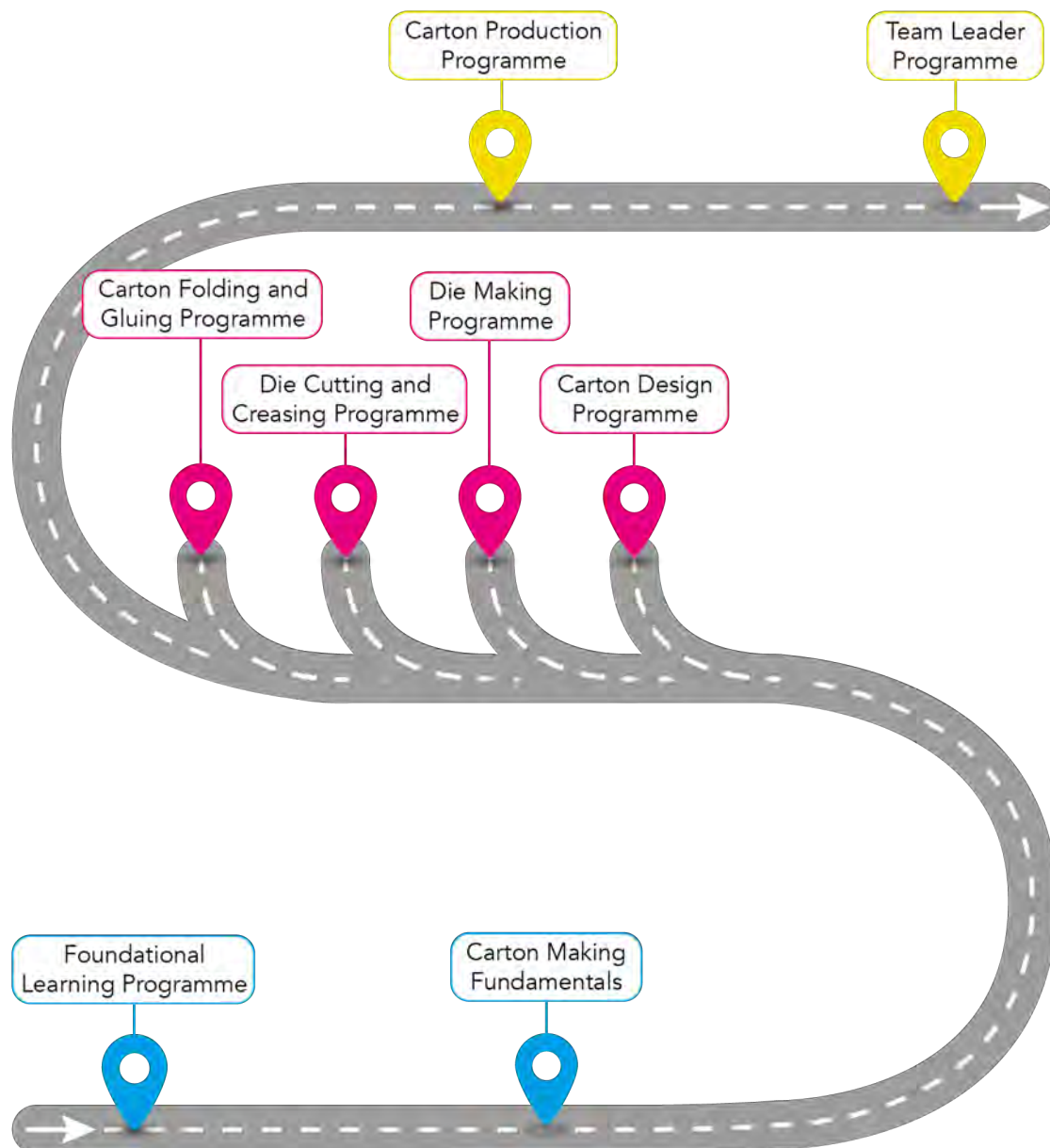
Visit our website for salient details and to register learners on the Soft-Cover Book Production Programme.

<https://printingsa.org/soft-cover-book-production>




Please contact your Regional Chamber should you wish to enrol learners on the Soft-Cover Book Production Programme on alternative dates.

# CARTON MAKER LEARNING PATHWAY

Welcome to the occupational learning pathway for the Carton Manufacturing Machine Minder qualification (SAQA ID: 101670 - NQF Level 4).



The learning pathway illustration starts with the Foundational Learning Programme and ends with the Team Leader programme. Completion of the programme provides the learner access to a final trade test. The pathway can be interpreted with the legend below:

-  NQF Level 2
-  NQF Level 3
-  NQF Level 4

The knowledge, skills, and workplace experience modules, found in these programmes, were derived from the generic content of the printing and packaging occupational qualifications (Trades) already developed by Printing SA in partnership with the FP&M SETA.



# Carton Making Fundamentals

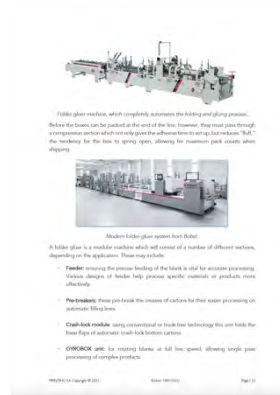
The Carton Making Fundamentals Learning Programme allows for employers to send their learners to Printing SA to attend the following generic knowledge modules:

- 📍 Printing Science Basics.
- 📍 Printing Quality Basics.
- 📍 Machine Maintenance Basics.



The Carton Making Basics knowledge module is designed to meet the Carton Making curriculum specifications by providing learners with a full understanding of the folding carton production processes.

- 📍 Carton Making Basics.



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



Visit our website for salient details and to register learners on the Carton Making Fundamentals Programme.

<https://printingsa.org/carton-making-fundamentals>

Please contact your Regional Chamber should you wish to enrol learners on the Carton Making Fundamentals Programme on alternative dates.



## Carton Design

The learning programme of this SAQA Registered Carton CAD Operator qualification, 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 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.

## External Integrated Summative Assessment (EISA)

Upon completion of the Carton Design Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence in Carton Design.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Carton CAD Operator (SAQA ID: 119454 - NQF Level 3).



Visit our website for salient details and to register learners on the Carton Design Programme.

<https://printingsa.org/services/training?r=carton-design-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Carton Design Programme on alternative dates.

## Digital Cutting and Creasing

Learners are, however, able to complete the Digital Cutting and Creasing Programme as a separate skills programme.

Upon completion of the Digital Cutting and Creasing Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence in Digital Cutting and Creasing.



Visit our website for salient details and to register learners on the Digital Cutting and Creasing Programme.

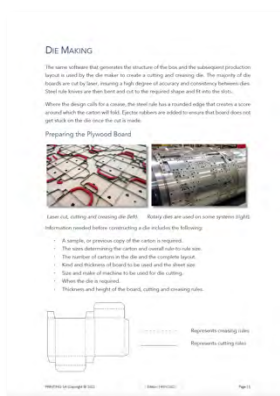
<https://printingsa.org/services/training?r=digital-cutting-and-creasing-operator-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Digital Cutting and Creasing Programme on alternative dates.

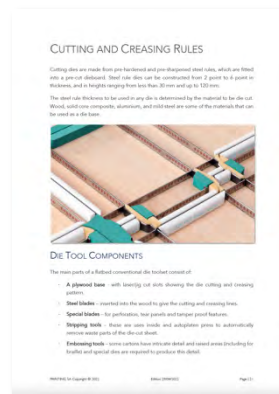
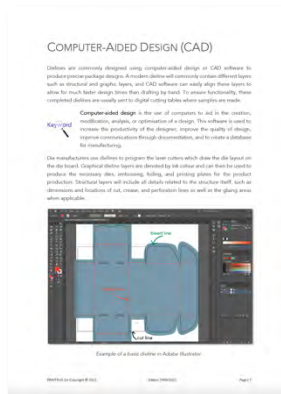
## Carton Die Making

The learning programme of this SAQA Registered Carton Die Maker qualification, integrates the skills, knowledge, and workplace experience that a Carton Die Maker needs to manufacture jig and laser dies to defined folding carton specifications.

 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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Carton Die Maker Learning Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Carton Die Maker.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Carton Die Maker (SAQA ID: 119453 - NQF Level 3).



Visit our website for salient details and to register learners on the Carton Die Maker Programme.

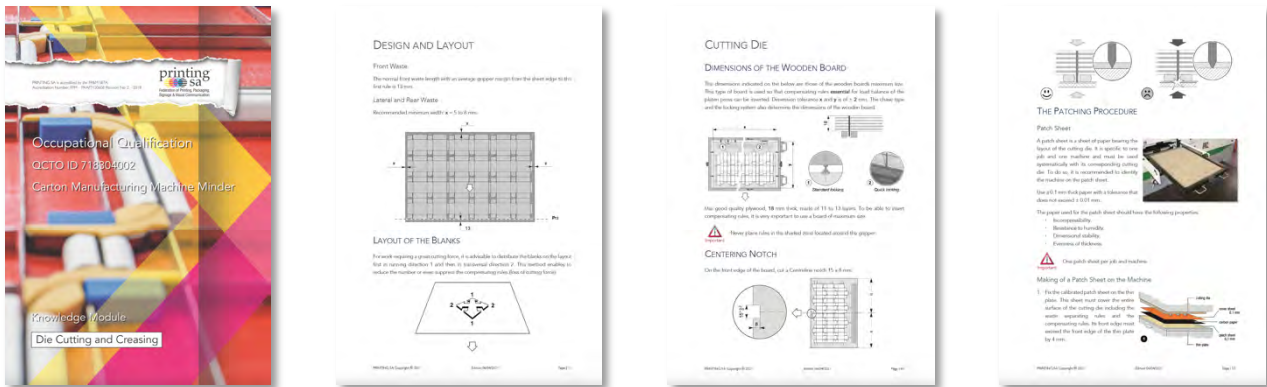
<https://printingsa.org/carton-die-making>

Please contact your Regional Chamber should you wish to enrol learners on the Carton Die Maker Programme on alternative dates.

## Carton Die Cutting and Creasing

The learning programme of this SAQA Registered Die Cutting Machine Minder qualification, 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.

### 📍 Carton 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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Carton Die Cutting and Creasing Machine Operator Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Carton Die Cutting and Creasing Machine Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Die Cutting Machine Minder (SAQA ID: 119463 - NQF Level 3).



Visit our website for salient details and to register learners on the Carton Die Cutting and Creasing Machine Operator Programme.



<https://printingsa.org/services/training?r=die-cutting-and-creasing-operator-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Carton Die Cutting and Creasing Machine Operator Programme on alternative dates.

## Carton Folding and Gluing Operator

The learning programme of this SAQA Registered Carton Glue Machine Operator qualification, integrates the skills, knowledge, and workplace experience that a Carton Folding and Gluing Machine Operator needs to competently setup, operate and maintain carton folding and gluing machines.

📍 Carton Folding and Gluing 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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Carton Folding and Gluing Machine Operator Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Carton Folding and Gluing Machine Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been



piloted, successful learners will be issued with an occupational certificate in the qualification of Carton Glue Machine Operator (SAQA ID: 119455 - NQF Level 3).

Visit our website for salient details and to register learners on the Carton Folding and Gluing Machine Operator Programme.



<https://printingsa.org/services/training?r=folding-and-gluing-operator-skills-programme>

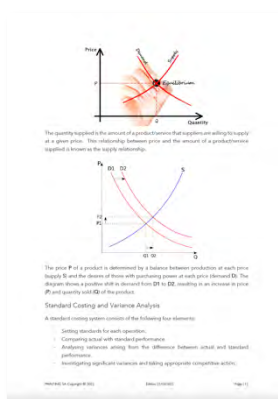
Please contact your Regional Chamber should you wish to enrol learners on the Carton Folding and Gluing Machine Operator Programme on alternative dates.

## Carton Production

The Carton Production Learning Programme is designed to meet the Carton Manufacturing Machine Minder curriculum specifications by providing 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 is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules:

📍 Carton Production.



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.

### External Integrated Summative Assessment

Upon completion of the Carton Production Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence in Carton Production.



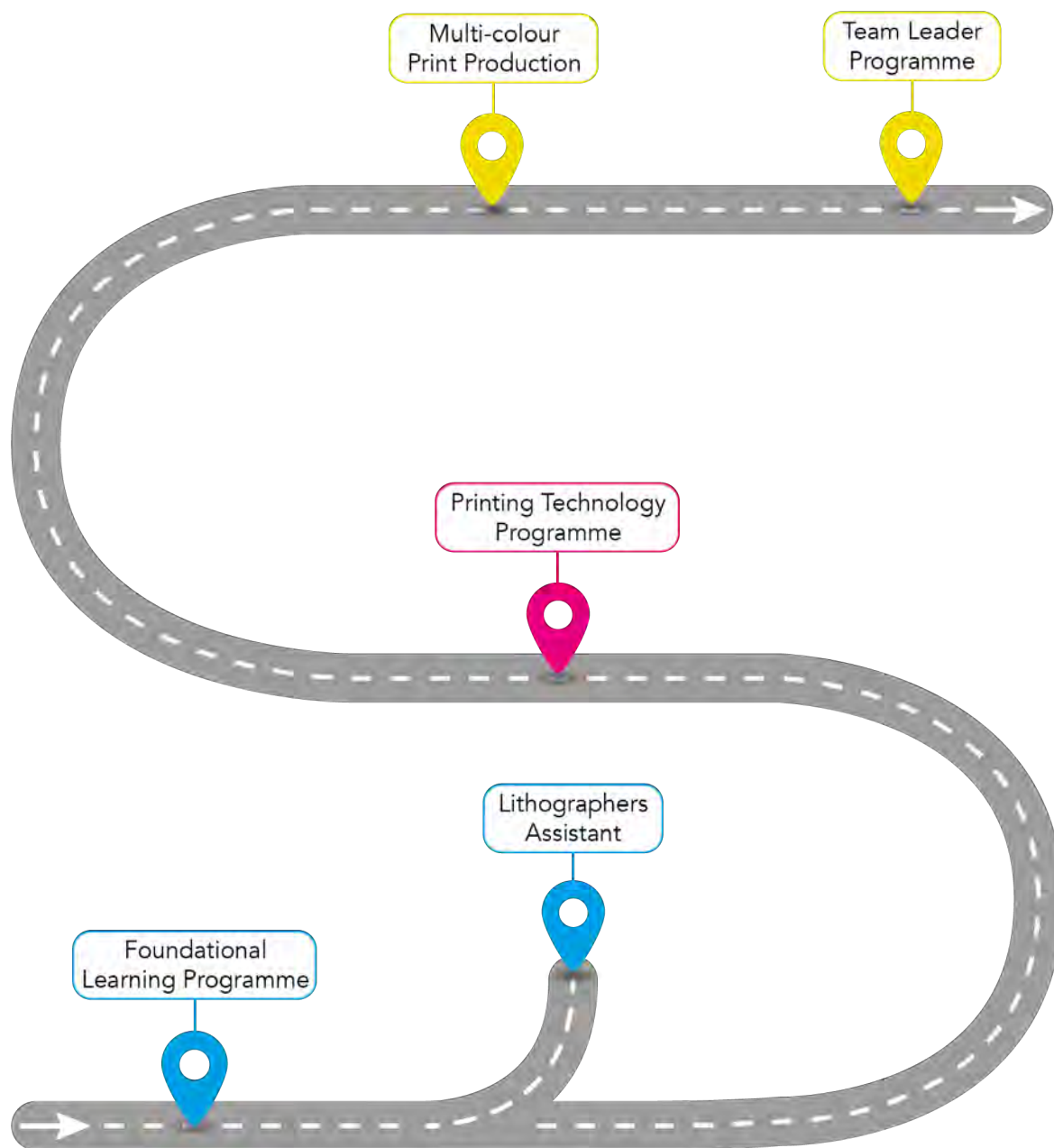
Visit our website for salient details and to register learners on the Carton Production Programme.

<https://printingsa.org/carton-production>

Please contact your Regional Chamber should you wish to enrol learners on the Carton Production Programme on alternative dates.

# SHEETFED LITHOGRAPHER LEARNING PATHWAY

Welcome to the occupational learning pathway for the Sheetfed Lithography Technician qualification (SAQA ID: 96363 - NQF Level 4).



The learning pathway illustration starts with the Foundational Learning Programme and ends with the Team Leader programme. Completion of the programme provides the learner access to a final trade test. The pathway can be interpreted with the legend below:

- 📍 NQF Level 2 courses
- 📍 NQF Level 3 courses
- 📍 NQF Level 4 courses

The knowledge, skills, and workplace experience modules, found in these programmes, were derived from the generic content of the printing and packaging occupational qualifications (Trades) already developed by Printing SA in partnership with the FP&M SETA.

# Sheetfed Lithographers' Assistant

The learning programme of this SAQA Registered Sheetfed Lithography Technicians' Assistant qualification, integrates the skills, knowledge, and workplace experience a Sheetfed Lithographers' Assistant needs to competently assist Sheetfed Lithographers setup, operate, and maintain lithographic printing presses.

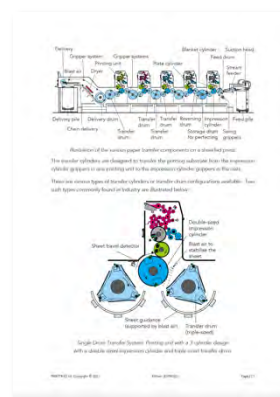
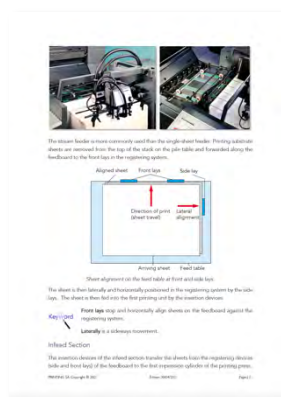
The following knowledge modules are facilitated by Printing SA as face-to-face or online training:

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



The Press Assistant course is a blended learning programme and consists of knowledge, practical skills, and workplace experience modules:

- 📍 Press Assistant.



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.

## External Integrated Summative Assessment (EISA)

Upon completion of the Sheetfed Lithography Technicians' Assistant Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Sheetfed Lithography Technicians' Assistant

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Sheetfed Lithography Technicians' Assistant (SAQA ID: 119425 - NQF Level 2).



Visit our website for salient details and to register learners on the Sheetfed Lithography Technicians' Assistant Programme.

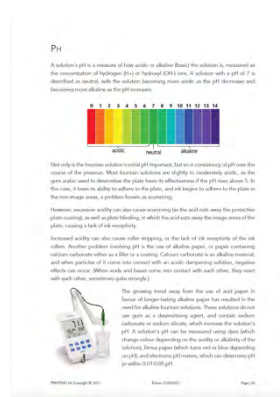
<https://printingsa.org/sheetfed-lithographers-assistant-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Sheetfed Lithography Technicians' Assistant Programme on alternative dates.

## Printing Technology Programme

The Printing Technology Learning Programme is designed to meet the Sheetfed Lithography Technician curriculum specifications. The following generic Instructor-Led-Training (ILT) knowledge module is facilitated by Printing SA as face-to-face or online training.

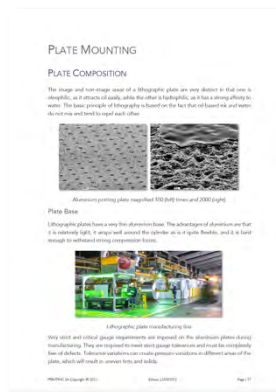
### 📍 Printing Science Intermediate.



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






## Printing Technology Intermediate.



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.

### External Integrated Summative Assessment

Upon completion of the Printing Technology Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence in Printing Technology.



Visit our website for salient details and to register learners on the Print Technology Programme.

<https://printingsa.org/sheetfed-lithographers-printing-technology>

Please contact your Regional Chamber should you wish to enrol learners on the Print Technology Programme on alternative dates.

## Multi-colour Print Production Programme

The Multi-colour Print Production Learning Programme is designed to meet the Sheetfed Lithography Technician curriculum specifications. The following 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.



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

- 📍 Printing Technology Advanced.



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.

## External Integrated Summative Assessment

Upon completion of the Multi-colour Print Production Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence in Multi-colour Print Production.



Visit our website for salient details and to register learners on the Multi-colour Print Production Programme.

<https://printingsa.org/multi-colour-print-production>

Please contact your Regional Chamber should you wish to enrol learners on the Multi-colour Print Production Programme on alternative dates.

## Trade Test

Upon completion of the entire Sheetfed Lithography Technician learning pathway, a Portfolio of Evidence (PoE) may be submitted to the National Artisan Moderation Body (NAMB) along with an application for a trade test. Learners will undergo a final theoretical assessment and practical trade test tasks.

If successful, learners will be issued with a QCTO National Occupational Certificate in the trade of Sheetfed Lithography Technician.

(SAQA ID: 96363 - NQF Level 4)



*Representational art of a trade certificate*

# COLOUR MANAGEMENT eLEARNING

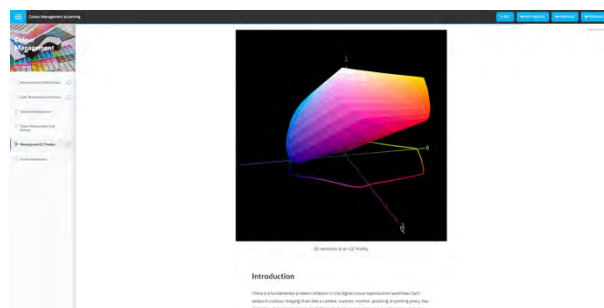


Printing SA would like to acknowledge and thank FESPA for generously making available funding for the development of this eLearning course which is now being presented Internationally

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.



Visit our website for salient details and to register learners on our Colour Management eLearning course.

<https://printingsa.org/services/training?r=colour-management-e-learning>

Please contact your Regional Chamber should you wish to enrol learners on our Colour Management eLearning course on alternative dates.



# COMMERCIAL DIGITAL PRINTER

Printing SA would like to acknowledge and thank FESPA for generously making available funding for the redesign 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.

## Introduction to Digital Printing

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

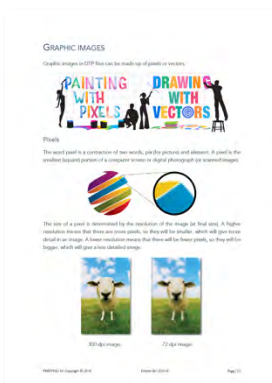
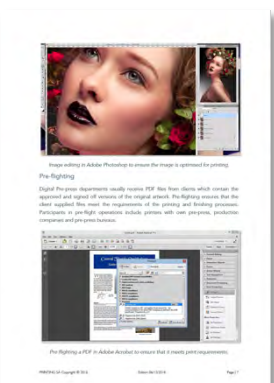
- 📍 Introduction to Digital Printing.
- 📍 Digital Printing Markets.
- 📍 Digital Technologies.
- 📍 Introduction to Digital Colour.



## 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.

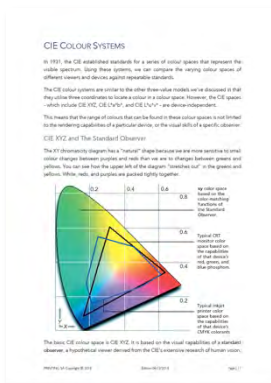
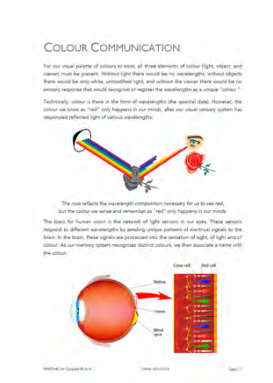




# Colour Management

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:

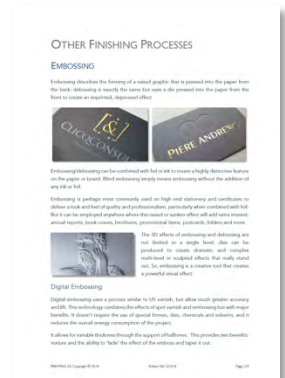
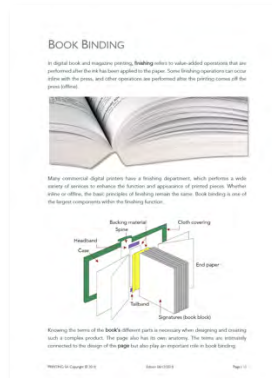
- 📍 Digital Printing Papers.
- 📍 Plastic Films.
- 📍 Other Printing Substrates.



# 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.



Visit our website for salient details and to register learners on the Commercial Digital Printer Programme.

<https://printingsa.org/commercial-digital-printer-programme>

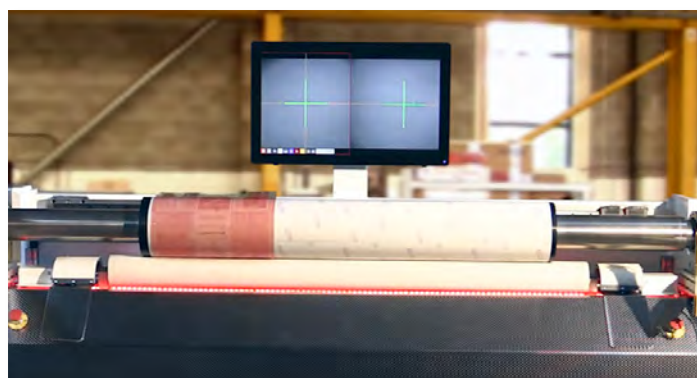
Please contact your Regional Chamber should you wish to enrol learners on the Commercial Digital Printer Programme on alternative dates.

## FLEXOGRAPHIC PLATE MOUNTER

The Flexographic Plate Mounter occupational qualification is derived from the SAQA registered Rotary Printing and Re-reeling Flexographic Machine Technician qualification.

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:






## Flexo Plate Mounter.



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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Flexographic Plate Mounter Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Flexographic Plate Mounter.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Flexographic Plate Mounter (SAQA ID: awaiting registration - NQF Level 2).

Visit our website for salient details and to register learners on the Flexographic Plate Mounter Programme.



<https://printingsa.org/services/training?r=flexographic-plate-mounter-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Flexographic Plate Mounter Programme on alternative dates.



# ELECTRONIC PRE-PRESS TECHNICIAN

Printing SA, in partnership with the FP&M SETA, have developed the following Electronic Pre-Press Technician Qualifications which have been approved by the Quality Council for Trades and Occupations (QCTO):

- 📍 Electronic Pre-Press Lithography Technician (SAQA ID: awaiting registration - NQF Level 4)
- 📍 Electronic Pre-Press Flexography Technician (SAQA ID: awaiting registration - NQF Level 4)
- 📍 Electronic Pre-Press Gravure Technician (SAQA ID: 102318 - NQF Level 4)
- 📍 Electronic Pre-Press Screen Technician (SAQA ID: 119435 - NQF Level 4)

Printing SA has also developed the following occupational qualifications which are derived from the afore-mentioned trade qualifications and approved by the QCTO:

- 📍 Electronic Pre-press Lithographic Plate Maker (SAQA ID: awaiting registration - NQF Level 3)
- 📍 Electronic Pre-press Flexographic Platemaker (SAQA ID: awaiting registration - NQF Level 3)
- 📍 Electronic Pre-press Cylinder Engraver (SAQA ID: 112823 - NQF Level 3)
- 📍 Electronic Pre-press Screen Maker (SAQA ID: 119436 - NQF Level 3)

The learning material for the above trades and occupational qualifications will be ready for launch in the first quarter of 2023.

The following Electronic Pre-Press Technician derived occupational qualifications have already been launched:

## 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:

- 📍 Flexo Plate Maker.



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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Flexographic Plate Maker Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Flexographic Plate Maker.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Flexographic Plate Maker (SAQA ID: awaiting registration - NQF Level 3).



Visit our website for salient details and to register learners on the Flexographic Plate Maker Programme.

<https://printingsa.org/services/training?r=flexo-plate-maker-skills-programme>

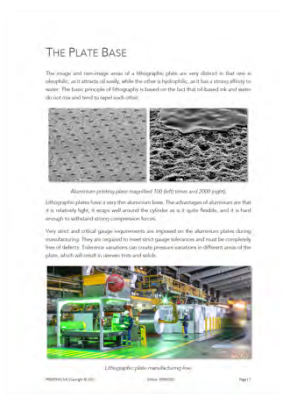
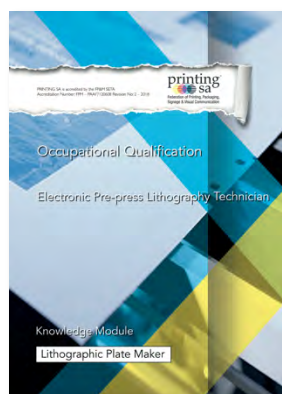
Please contact your Regional Chamber should you wish to enrol learners on the Flexographic Plate Maker Programme on alternative dates.

## 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:

- 📍 Litho Plate Maker.



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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Lithographic Plate Maker Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Lithographic Plate Maker.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Lithographic Plate Maker (SAQA ID: awaiting registration - NQF Level 3).

Visit our website for salient details and to register learners on the Lithographic Plate Maker Programme.



<https://printingsa.org/services/training?r=lithographic-plate-maker-skills-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Lithographic Plate Maker Programme on alternative dates.

# ROTARY OFFSET LITHOGRAPHY TECHNICIAN

Printing SA, in partnership with the FP&M SETA, have developed the following Rotary Offset Lithography Technician Qualifications which have been approved by the Quality Council for Trades and Occupations (QCTO):

- 📍 Heatset Rotary Offset Lithography Printing Technician (SAQA ID: 119444 - NQF Level 4)
- 📍 Coldset Rotary Offset Lithography Printing Technician (SAQA ID: 101769 - NQF Level 4)

Printing SA has also developed the following occupational qualifications which are derived from the afore-mentioned trade qualifications and approved by the QCTO:

- 📍 Heatset Rotary Offset Lithography Reel-stand Operator (SAQA ID: 119431- NQF Level 2)
- 📍 Heatset Rotary Offset Lithography Stacker Operator (SAQA ID: 119439 - NQF Level 3)
- 📍 Heatset Rotary Offset Lithography Assistant Printer (SAQA ID: 119437 - NQF Level 3)
- 📍 Coldset Rotary Offset Lithography Reel-stand Operator (SAQA ID: 112830 - NQF Level 2)
- 📍 Coldset Rotary Offset Lithography Assistant Printer (SAQA ID: 112810 - NQF Level 3)

The learning material for the above trades and occupational qualifications will be ready for launch in the second quarter of 2023.

The following Rotary Offset Lithography Technician derived occupational qualification has already been launched:

## 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:

- 📍 Reelstand Operator.



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.

### External Integrated Summative Assessment (EISA)

Upon completion of the Reelstand Operator Programme a Portfolio of Evidence (PoE) may be submitted to Printing SA along with an application for an EISA.

If successful, learners will be issued with a Printing SA certificate of competence as a Reelstand Operator.

The National Artisan Moderation Body (NAMB) is still in the process of developing EISAs for occupational qualifications that are derived from trade qualifications. Once these EISAs have been piloted, successful learners will be issued with an occupational certificate in the qualification of Heatset Rotary Offset Lithography Reel-stand Operator (SAQA ID: 119431- NQF Level 2) or a Coldset Rotary Offset Lithography Reel-stand Operator (SAQA ID: 112830 - NQF Level 2).



Visit our website for salient details and to register learners on the Reelstand Operator Programme.

<https://printingsa.org/services/training?r=reelstand-operator-skills-programme>

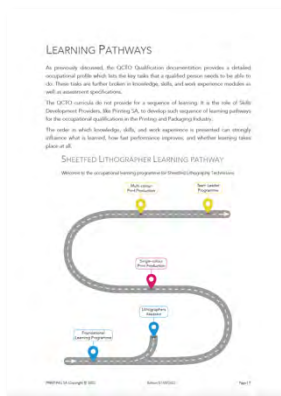
Please contact your Regional Chamber should you wish to enrol learners on the Reelstand Operator Programme on alternative dates.

# BLENDED LEARNING TECHNIQUES

Our new Blended Learning Techniques 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 topics covered in this course include:

- 📍 Skills Development Legislation.
- 📍 Learning Pathways.
- 📍 Role Players.
- 📍 Facilitators.
- 📍 Workplace Instructor.
- 📍 Assessors.
- 📍 Moderators.



This Instructor-Led-Training (ILT) course is facilitated by Printing SA as face-to-face or online training over three separate days.

Learners are required to develop a complete 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.

## Day 1

Learners perform a task analysis of a chosen task and divide it into the three categories (knowledge, skills, and experience). They are then required to write a learning guide that covers all the underpinning knowledge required to perform the task. This should include principles, working methods, technology, and any relevant theory. They are also required to develop a formative assessment instrument.

## Day 2

Learners develop a SOP for their chosen task. The SOP starts with defining the procedural steps of the task in the correct sequence. Added to the steps will be elements like safety, quality and product



tolerances. Lastly a suitable time limit is added to ensure that the learner is able to perform the task within acceptable timelines.

Learners are also required to develop a logbook that details the work experience required to complete learner competency. The logbook provides the workplace context that the learner must be exposed to. It also specifies the type of work they should produce in a real-life production environment and the supporting evidence required.

### Day 3

Learners demonstrate their practical task to a fellow learner. The demonstration should follow the correct demonstration techniques and allow the learner to perform the task in an online roleplay environment.

### Portfolio of Evidence

Learners need to submit their complete set of learning materials for assessment and certification.



Visit our website for salient details and to register learners on the Blended Learning Techniques course.

<https://printingsa.org/services/training?r=blended-learning-techniques>

Please contact your Regional Chamber should you wish to enrol learners on the Blended Learning Techniques course on alternative dates.

# ADMINISTRATION

## TEAM LEADER PROGRAMME

This programme has been derived from the generic knowledge, skills, and work experience components of our newly developed QCTO occupational (trade) qualifications and 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.

Delegates also attend a 1-day Practical Module during which they are required to 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.



Visit our website for salient details and to register learners on the Team Leader Programme.

<https://printingsa.org/team-leader-programme>

Please contact your Regional Chamber should you wish to enrol learners on the Team Leader Programme on alternative dates.

# MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

The CPUT-MDP is a short university course offering with a difference. Its core purpose is to strengthen managerial competencies for the current and future workplace by providing a theoretical foundation upon which participants will be able to articulate to CPUT's Diploma in Printing Management.



This offers a genuine pathway to career growth and ongoing managerial development for delegates who have completed our Team Leader Programme who wish to bridge into tertiary education as well as for Managerial employees and those aspiring to become Managers.

The following Instructor-Led-Training (ILT) subjects are facilitated by CPUT as online training over two semesters in the evenings from 18h00 to 21h00.

## 1<sup>st</sup> Semester:

- 📍 Management Theory and Practice
- 📍 Project Management Principles and Implementation
- 📍 Financial Management Methods and Applications
- 📍 Printing and Packaging Industry Processes

## 2<sup>nd</sup> Semester:

- 📍 Management Theory and Practice
- 📍 Project Management Principles and Implementation
- 📍 Industrial Relations and Labour Law for Business
- 📍 Printing and Packaging Industry Processes

## Management Theory and Practice

This subject focuses on the functions of planning, organising, leading, and controlling in an organisation and the application of these principles in harnessing financial, human, and informational resources effectively and efficiently to achieve organisational goals.

Learning outcomes:

- 📍 Understand the role of a manager and management development.
- 📍 Appreciate the importance of setting strategic direction in an organisation.
- 📍 Understand the importance of ethics and corporate social responsibility in an organisation.
- 📍 Understand and formulate different plans and understand the importance of sound decisions by using different decision-making tools.
- 📍 Interrogate the importance of Leading and Leadership in an organisation.



- 📌 Understand the importance and the nature of organising in an organisation.
- 📌 Understand the importance of controls to ensure that the behaviours and performance of organisational members conforms to an organisations rules and procedures and allows the organisation to meet its objectives.
- 📌 Understand and identify Social Issues that impact on business performance.

Learners who successfully complete the summative assessment for this module may articulate to Management 3 in the Diploma in Printing Management presented by CPUT.

## Project Management Principles and Implementation

This subject introduces the learner to project management in general and provides them with the necessary knowledge and skills to successfully plan and manage a project through their demonstration of a comprehensive working knowledge of Project Management principles, key concepts, and techniques.

Learning outcomes:

- 📌 Understand the nature of projects and project management.
- 📌 Differentiate between factors that constitute a project and what does not. Understand the Triple Constraint.
- 📌 Define each of the phases in the project life cycle and understand the different development types.
- 📌 Identify the different organisational structures and display a detailed understanding of how projects are performed within a functional structure.
- 📌 Develop and Statement of Work, a Scoping Statement as well as a Project Charter.
- 📌 Dissect a Project Charter into a Work Breakdown Structure.
- 📌 Display a thorough understanding of Network Diagrams, Slack, float, and Critical Path Method.
- 📌 Master the process of Crashing a project under various scenarios including 'Crash to' and 'Crash by' scenarios. Including working out the crash cost.
- 📌 Design quality into projects. Know what tools are available and how to use them.
- 📌 Handle conflict resolution. Be equipped to deal with Diversity related issues and handle group team member selection and motivation better.

Learners who successfully complete the summative assessment for this module will gain recognition for the Project Management 1 subject in the Diploma in Printing Management presented by CPUT.

## Financial Management Methods and Applications

The purpose of this subject is to offer the learner a global perspective on financial management and to facilitate the development of their analytical skills and critical approach to a range of relevant important financial management issues. Furthermore, it aims to help them understand the theories, concepts, and principles of financial management, and to apply and evaluate them in the real-world context of organisations operating in South Africa and globally.

Learners will be provided with the knowledge and skills to be able to apply financial principles and methods in the working environment. They will be equipped with the necessary tools and methods to make accurate and valuable financial decisions based on information provided to them

Learning outcomes:

- 📌 Understand the framework of Accounting, the Accounting Equation, distinguish between the basic documents in accounting and understand the concept of double bookkeeping.
- 📌 Apply an understanding of depreciation.
- 📌 Identify, calculate, and correctly enter irrecoverable debts.
- 📌 Understand the Nature of listed companies.
- 📌 Compile, analyse and interpret financial statements.
- 📌 Describe the purpose of, perform calculations of and interpret the results of ratios.
- 📌 Understand cost terms.
- 📌 Understand and identify cost behaviour.
- 📌 Understand profit planning and the role of budgets and capital budgets.
- 📌 Understand, identify, and calculate the time value of money.
- 📌 Understand short term planning.
- 📌 Perform Cost Volume Profit Analysis behaviour.
- 📌 Appreciate the business process and lean approach to the management of organisations.

Learners who successfully complete the summative assessment for this module will gain recognition for the first year Financial Management subject in the Diploma in Printing Management presented by CPUT.

## Printing and Packaging Industry Processes

The purpose of this subject is to provide the learner a thorough understanding of the printing, packaging, signage, and visual communications industry processes and the value chains required to produce quality printed and finished products.

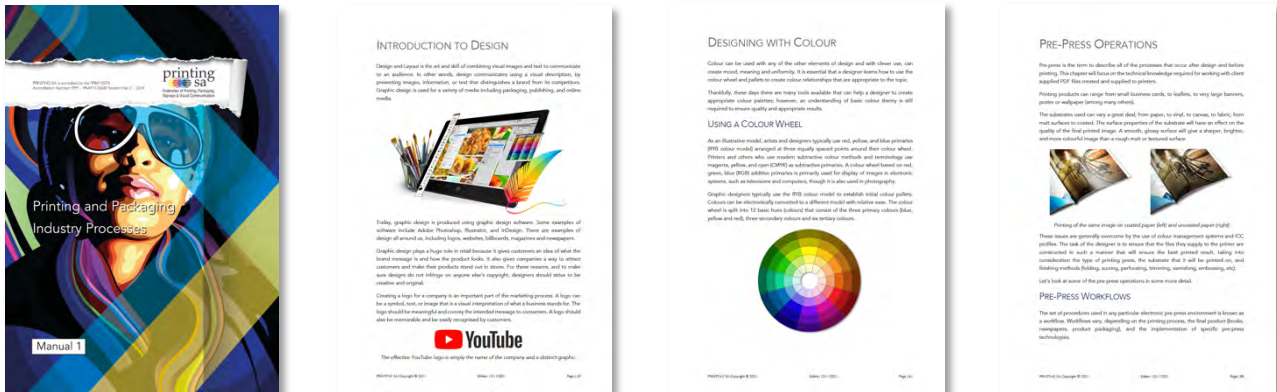
Printing and Packaging Industry Processes 1 (First Semester)

- 📌 History of Print
- 📌 Industry Bodies
- 📌 Design and Layout
- 📌 Pre-Press Processes
- 📌 Printing and Packaging Industry Processes 2 (Second Semester)
- 📌 Printing Substrates
- 📌 Printing Processes
- 📌 Post Press Operations

Learners who successfully complete the summative assessment for this module may articulate to Printing Processes 3 in the Diploma in Printing Management presented by CPUT.

The learning material used for the Printing and Packaging Industry Processes subjects were designed and developed by Printing SA.

## 📍 Printing and Packaging Industry Processes 1.



## 📍 Printing and Packaging Industry Processes 2.



## 📍 Printing and Packaging Industry Processes 3.



## Industrial Relations and Labour Law for Business

The specific module objectives are directed at enabling the learner to ensure the efficacy of sound employment relations within the workplace, by developing the capacity for:

- Understanding and working within the employment framework of South Africa.
- Maintaining and improving conditions of service.
- Communicating and interacting with employees and their representatives.

- Interacting and negotiating with trade unions and employee representatives.
- Managing conflict, co-operation, and industrial democracy (including disciplinary and grievance matters, dispute resolution, industrial action, employee participation and union/management collaboration, maintaining fairness and employment equity).

Learning outcomes:

- 💡 Understand the Organisational Dynamics by identifying the stakeholders in an organisation.
- 💡 Identify the laws which regulate the employment issues.
- 💡 Sourcing Suitable Employees and Identify and explain the legislation that impacts on the recruitment and selection process.
- 💡 Explain, discuss, and distinguish between the different types of contracts and demonstrate understanding of contractual obligations.
- 💡 Explain the purpose and content of the OHSA, COIDA, UIA, UIF, ESA and Codes of good practice with particular reference to the roles and responsibilities of the various stakeholders.
- 💡 Describe the main sources of conflict and the appropriate techniques to resolve conflict.
- 💡 Develop a disciplinary policy, code and procedure and conduct and manage a disciplinary hearing.
- 💡 Identify, explain, and apply the relevant clauses in the LRA.

Learners who successfully complete the summative assessment for this module will gain recognition for the Industrial Relations and Labour Law subject in the Diploma in Printing Management presented by CPUT.



Visit our website for salient details and to register learners on the CPUT-MDP Programme.

<https://printingsa.org/management-development-programme-mdp>

# 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 forms part of the Diploma in Printing Management run at the Cape Peninsular University of Technology (CPUT). Successful candidates obtain 24 credits toward the Diploma.

The course is run on Wednesday evenings from 17h30 to 20h00 over two semesters annually.

The 1<sup>st</sup> semester concludes with a theory examination in June each year.

The 2<sup>nd</sup> 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.



Visit our website for salient details and to register learners on the CPUT-MDP Programme.

<https://printingsa.org/services/training?r=estimating-for-printers>



# PRODUCTION PLANNING AND ESTIMATING

This advanced production planning and estimating, practically orientated, course was designed to enable delegates to work in syndicates and to apply what they have learnt in the Estimating for Printers course.

The course forms part of the Diploma in Printing Management run at the Cape Peninsular University of Technology (CPUT). Successful candidates obtain 24 credits toward the Diploma.

The course is run on Saturdays from 09h00 to 11h00 annually.

Candidates are required to complete six assignments during the year. The final project assignment is due in November each year.



Visit our website for salient details and to register learners on the CPUT-MDP Programme.

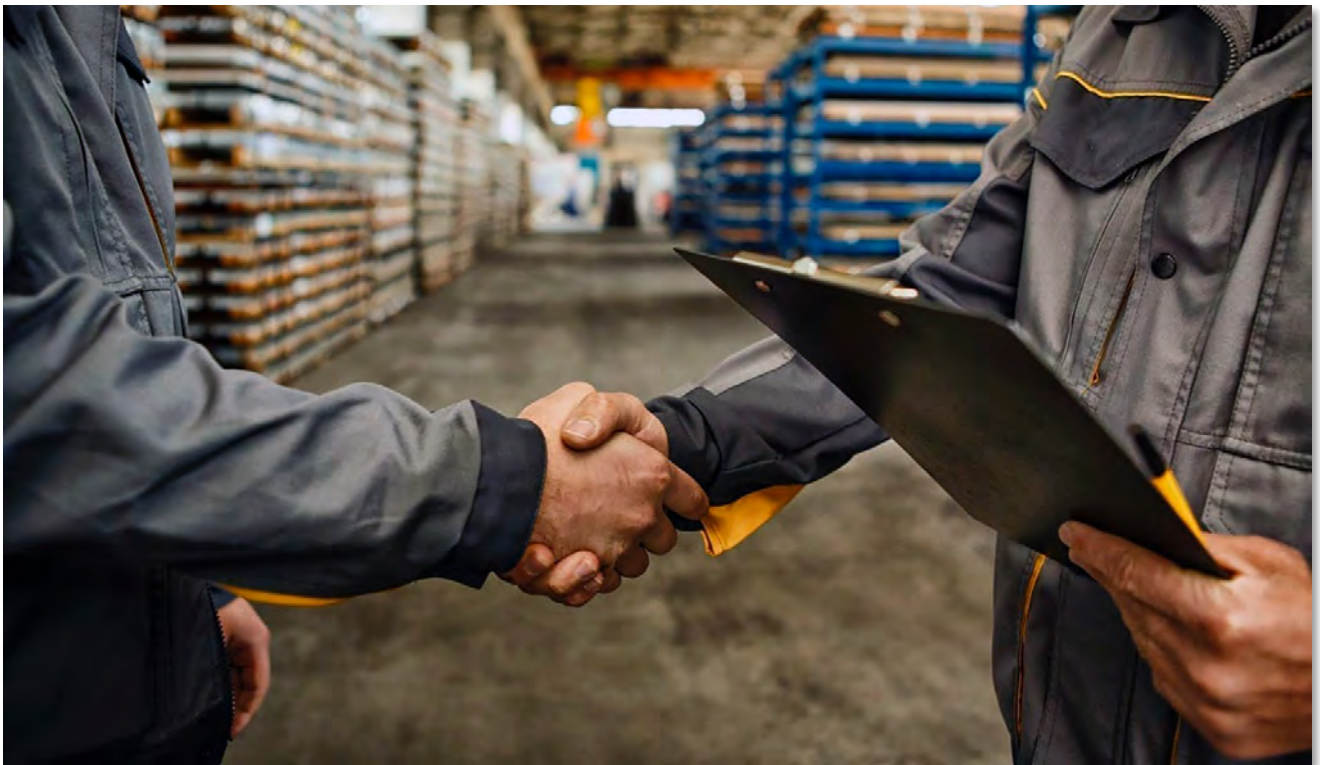
<https://printingsa.org/services/training?r=production-planning-and-estimating>

# LABOUR LAW WORKSHOPS

The Regional Chambers of Printing SA present bespoke Labour Law Workshops to meet the specific needs of Member Companies.

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.



Visit our website for salient details and to register learners on a Labour Law Workshop.

<https://printingsa.org/services/training?r=labour-law-workshops>

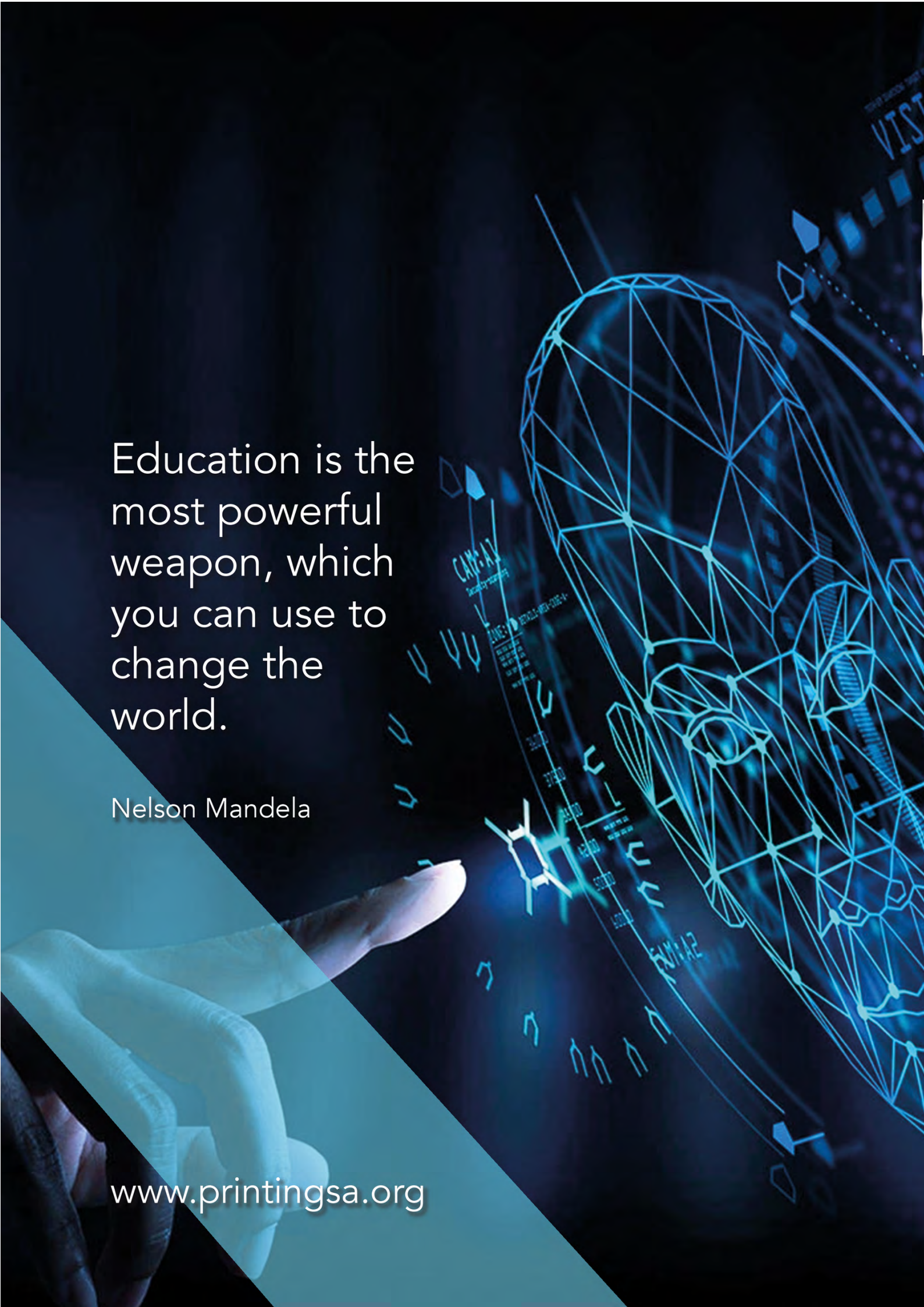
Please contact your Regional Chamber should you wish to enrol learners on a Labour Law Work and to discuss your specific company needs.

## NOTES

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Education is the  
most powerful  
weapon, which  
you can use to  
change the  
world.

Nelson Mandela

[www.printingsa.org](http://www.printingsa.org)