



**POST-PRESS SENIOR MACHINE OPERATOR –  
MQF/EQF LEVEL 3  
INFORMATION HANDBOOK**

**ON**

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

## **The Assessment Board:**

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Post-Press Senior Machine Operator validation process. Successful candidates acquire an *Award as Post-press Senior Machine Operator* pegged at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework.

## **Eligibility:**

Candidates who are interested in acquiring the *Award as Post-press Senior Machine Operator* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years experience** in the respective field. This is in line with S.L. 327.432 of 2012 which regulates the Validation of Informal and Non-formal Learning. The Assessment Board may request a reference letter to confirm the years of experience claimed by the candidate and reserves the right to contact the Institution and/or referee at will.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

## **Initial Assessment Plan:**

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award in Post-press Senior Machine Operator* and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

## **Assessment Criteria:**

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards by clicking [here](#).

### **POSSMO 301: IMPROVE INDIVIDUAL PERFORMANCE**

1. Evaluate and develop own's skills and expertise.
2. Improve customer service delivery and check that the given service meets customers' needs and expectations
3. Improve quality, productivity and team working within the organisation:
  - a. Periodically identify possible improvements to the quality of the organisation's products or services or productivity by improvements to personal skills or expertise; team's systems or procedures of work; team's resources.
  - b. Liaise with the management on identified improvements to quality, productivity and teamworking.

### **POSSMO 302: CONTRIBUTE TO MAINTAINING EQUIPMENT IN WORKING ORDER**

1. Plan cleaning operations to balance maintenance and production requirements.
2. Obtain the correct materials and equipment need for maintenance.
3. Communicate clearly with colleagues to ensure:
  - a. maintenance programme is done on time and without undue delay;
  - b. cleaning materials and equipment are used in a way to minimise waste and pollution;
  - c. cleaning agents and waste materials are disposed of correctly;
  - d. machines are free from waste and cleaning materials following maintenance or cleaning operations;
  - e. machines are safe to operate following maintenance operations.
4. Safely diagnose and correct machine faults that are within the job's responsibility.
5. Report promptly machine faults which fall outside the job's responsibility.
6. Report accurately the estimated downtime needed to rectify those faults, which are stopping production.
7. Report accurately the details of machine faults and production downtime.

### **POSSMO 303: UNDERSTAND PRINTING MATERIAL, PRE-PRESS AND PRESS PROCESSES**

1. Identify the different forms of communication technologies (print, electronic and multi-media).
2. Distinguish between the different types of print media used.
3. Distinguish between the range of printing substrates available for printing.
4. Specify and relate to the paper specifications according to international or industry's units of measurement.
5. Relate to the processing line from pre-press to post-press in the company.
6. Identify and tackle the problems that could arise in production. Report to superior where necessary.

#### **POSSMO 304: RUN IN-LINE FINISHING MACHINES**

1. Check the details needed for the job.
2. Regularly check the company's quality standards are met.
3. Promptly report to management if the materials provided are not correct or sufficient.
4. Set, run and produce finished work from in-line finishing machines so that:
  - a. sections are inserted, or signatures collated to give the correct page sequence;
  - b. sections and covers are fed in register, squarely and without damage;
  - c. books are made up of complete number of sections and cover;
  - d. books hold firmly and are securely bound;
  - e. books are finished evenly and squarely to the correct size;
  - f. books are delivered without marking, damage or distortion.
5. Produce a sample from the machine and check that it meets the required standards.
6. Accurately identify the causes of production faults which result in:
  - a. inserted sections or collated signatures out of register to each other or to book cover;
  - b. sections or cover missing;
  - c. improper binding strength or quality;
  - d. marks on book spines or on inside pages;
  - e. incorrect or out of register trimming.
7. Carry adjustments on the machine and check that it matches the required standards.
8. Promptly and accurately report quality defects to the manager.
9. Check that the machine is safe to operate once quality defects have been corrected.
10. Accurately record the quality assurance details.

## **Mode of Assessment:**

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

### **A. Practical Work**

Practical work could be assessed by a task created to simulate the work environment. During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment can either be held in a simulated workshop or on site. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might need to be scheduled.

### **B. Knowledge and Understanding**

Candidates will be assessed on knowledge and understanding orally during an interview and/ or in writing through a written test paper.

### **C. Interview to verify product evidence and supplementary evidence**

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates are encouraged to present photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with MFHEA. The result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

## **Resits:**

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The areas of further development may include:

- Health & Safety Course (Safety Card)
- MCAST / Jobsplus Training Programmes
- On-Site Training
- Evidence of Training

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit.

**Appeals:**

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.