



Graphic Design

Youth Apprenticeship

GRAPHIC DESIGN

The Graphic Designer Youth Apprentice is trained in graphic layout, software, editing, managing digital files, color concepts, and typography.

Length of Apprenticeship: One year

COMPETENCIES

Youth apprentices must complete a **total of 7** competencies per year. **Six** must be from the list below. If necessary, employers can substitute up to **1** competency per year with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

Required Competencies
<ol style="list-style-type: none">1. Analyze pre-flight requirements2. Use graphic design software3. Maintain digital files4. Create and edit digital files5. Apply and adjust color6. Select typography7. Create or edit a layout

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:

- RA IT Software Developer

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.

- Printing Technical Diploma
- Graphic Web Design Associate Degree
- Design & Graphic Technology Associate Degree



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ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

REQUIREMENTS

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 1 Competency checklist
- Employability Skills checklist (in this job book) or the DPI Employability Skills Certificate
- Related instruction equal to 1 high school credit or at least 3 college credits
- Minimum of 450 work hours

HOURS

Record the hours the Youth Apprentice worked.

Total Hours Employed	Company Name	Telephone Number

COMPETENCIES

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Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Analyze pre-flight requirements <ul style="list-style-type: none"> • review project specifications and supplied files • review job components • identify the required job Fonts • identify the required job Graphics • identify the required job Image • identify the required job Size • identify the required job Printing requirements • select the design the elements to be incorporated into the final print job product • determine the project substrate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use graphic design software <ul style="list-style-type: none"> • access software • manipulate computer commands, codes, menus to perform job tasks • retrieve, copy, edit, save, and print files • use appropriate save and export techniques 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain digital files <ul style="list-style-type: none"> • screen supplied files for viruses, font usage, image format, etc. • create working files • code documents • manage incoming and outgoing media/materials • file forms/records in appropriate location • retrieve and replace files in correct position • use appropriate computer codes, formatting, macros, charts, spreadsheets, etc. • verify data prior to entry/storage • complete job tracking documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>4. Create and edit digital files</p> <ul style="list-style-type: none"> • create rough drafts • determine size and arrangement of graphics material • follow principles of design (color theory and schemes, proximity, alignment, repetition, optimization) • check size and resolution • crop and adjust images • use filters, effects, warps, 3D • manipulate images • use cropping, scaling, etc. • manipulate drawings/photographs using a vector illustration program • adjust digital files • finalize image • document image information with file • convert image into a viewable format • complete job tracking documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Apply and adjust color</p> <ul style="list-style-type: none"> • review project requirements • select correct color space for project • use color modes, fills, strokes, gradients, and blends • use variations, levels, curves, hue/saturation/brightness, and other color tools • produce digital color separations • use the Pantone Matching System® (PMS) or other color matching system • view color separations • adjust color on images • finalize color from hard or soft proof • document color information with file • complete job tracking documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Select typography</p> <ul style="list-style-type: none"> • review project requirements • select typography • determine type size needed • measure type in points • create or modify type • assess legibility and readability in context of purpose • make improvements as needed • finalize typography • document typography information with file • complete job tracking documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
7. Create or edit a layout <ul style="list-style-type: none"> • review project requirements • use layers and layer groups to organize complex files • assemble digital elements • collect job components to be incorporated (files, images, graphics, typography, etc.) • identify required formats • use graphics and/or pre-press software • place photos, illustrations, and other images on each page • select typography and arrangement • format and place copy on each page • fit visual elements in limited space • verify compatibility of required job components • restructure and translate files and graphics • assess layout in context of purpose, quality, and accuracy • edit layout • finalize layout • document layout information with file • assemble job data used in final file into specific locations • complete job tracking documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency Substitute (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS: 			

RELATED INSTRUCTION

Indicate which related instruction courses the youth apprentice completed:

Course Title	Credits	Location