



Pre-Press Operator

Youth Apprenticeship

PRE-PRESS OPERATOR

Pre-Press Operator youth apprentices gain a foundation of pre-press skills including software, equipment, color, and pre-press processes.

Length of Apprenticeship: One year

COMPETENCIES

Youth apprentices must complete **a total of 8** competencies per year. **Seven** 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-press requirements2. Use graphics and pre-press software3. Maintain digital files4. Perform pre-flight print on job files5. Generate Proofs6. Trap project files7. Send completed files to plate processor8. Maintain pre-press equipment |

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-press 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 graphics and pre-press 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 replaces 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. Perform pre-flight print on job files</p> <ul style="list-style-type: none"> • review project requirements • verify compatibility of required job components • verify job aligns with estimate • perform pre-flight to diagnose potential print problems • review for discrepancies in text, fonts, graphics, and images • check for correct fonts, image formats, locations of graphics • identify proper resolution for images • measure original images for reduction and enlargement • determine the percentage for final reproduction • verify correct color formats, profiles, and separations for output • confirm page layout size, margins, bleeds, marks, page information meet constraints • ensure correct parts of all files properly located, identified, and linked for final output • resolve discrepancies with design team • complete job tracking documentation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>5. Generate proofs</p> <ul style="list-style-type: none"> • create proof(s) • simulate final product • assess proof for adherence to customer specifications • assess proof for all printing compatibility requirements • assist worksite professional to submit proof to customer for final approval • complete job tracking documentation • return materials to client when required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>6. Trap project files</p> <ul style="list-style-type: none"> • review project requirements • review trapping requirements with printer prior to output • determine appropriate elements for trapping • determine trap settings • trap digital files using software • verify completed trapped files | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>7. Send completed files to plate processor</p> <ul style="list-style-type: none"> • verify all reviews and approvals have occurred • send the print project complete files to plate processor • adjust variables on image setters, proofers, laser printers and plate setters • 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>8. Maintain pre-press equipment</p> <ul style="list-style-type: none"> • wear proper personal protective equipment (PPE) • adhere to all safety procedures • follow manufacturer guidelines for cleaning, maintenance, service, and repair • follow equipment troubleshooting procedures • identify routine maintenance schedule • locate repair service information, maintenance manuals, and/or troubleshooting guides • verify maintenance procedure • perform/call service for routine maintenance or malfunction in accordance with equipment manual/maintenance instructions and service agreements • document maintenance, repair, or troubleshooting performed • calibrate equipment for color accuracy (proof processors, monitors, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Competency Substitute (if you replaced a competency above, note the competency and rating.)</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>COMMENTS:</p> | | | |