

Government of Pakistan
National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan

Course Title: Post Printing Operations

Duration: 6 Months

Course Details / Description & Preliminaries

Course Title	Post Printing Operations
Objectives and Expectations	<p><u>Employable skills through an intensive course on Post Printing Operator</u></p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but also soft skills (i.e. interpersonal/communication skills; personal grooming of the trainees etc.) as well as entrepreneurial skills (i.e. marketing skills; free lancing etc.). The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>Main Expectations:</p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and</p>

Key Features of Training & Special Modules

weaknesses of each individual trainee to prepare them for such market roles during/after the training.

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. In order to materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the later part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also forms a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video

Training Tools/ Methodology

documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational lectures
- Success stories
- Case studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.

(i) **Motivational Lectures**

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.

- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves. _

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high quality videos

must be arranged by the training institute)

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases.

For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation.

Case studies can be implemented in the following ways:-

- i. A good quality trade specific documentary (At least 2-3

	<p>documentaries must be arranged by the training institute)</p> <p>ii. Health & Safety case studies (2 cases regarding safety and domestic accidents must be arranged by the training institute)</p> <p>iii. Field visits (At least one visit to a trade specific major industry/ site must be arranged by the training institute)</p>
Learning Outcome of the Course	<p>By the end of the course the trainees will be able to have following competencies and skills.</p> <ul style="list-style-type: none"> • Perform pre-run operation • Interpret instructions on docket for publishing • Perform Basic Manual Binding • Perform Saddle Stitching • Perform Hot Glue Binding • Waste Management • Perform Health and Safety • Develop Computer Application Skills • Quality Inspection • Entrepreneurship and Final Assessment
Course Execution Plan	<p>Total duration of course: 6 months (26 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 520hours</p>
Companies Offering Jobs in the respective trade	Public/Private Printing Press
Job Opportunities	•

No of Students	25
Learning Place	Classroom / Lab / Workshop
Instructional Resources	

WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Safety Standards and Regulations	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Identification of hazards in press environment</p> <ul style="list-style-type: none"> • state health and safety precautions of the printing industry • list techniques and methods to control risks of identified hazards in the workplace, • define procedure of dealing with hazards to reduce chances or avoid accident or injury, • state safety reporting procedures. <p>Complying with Occupational Health and Safety (OHS)precautions</p> <ul style="list-style-type: none"> • state organizational health and safety procedures, • list health and safety risks that can arise because of accidents, • list types of hazards that are most likely to cause harm to health and safety. 	<p>Task-1 Task-2 Task-3 Task-4 Task-5 Task-6 Task-7 Task-8 Task-9</p> <p>(Details may be seen at Annexure-I)</p>
Week 2		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Use of Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> • give importance of using Personal Protective Equipment (PPE) • list Types of PPEs required in printing press. <p>Practice of safe work habits to ensure safety in the printing & publishing environment.</p> <ul style="list-style-type: none"> • explain importance of safety at work and its implications, 	<p>Task-10 Task-11 Task-12 Task-13 Task-14 Task-15 Task-16 Task-17 Task-18 Task-19 Task-20</p>

		<ul style="list-style-type: none"> state work safety procedures and guidelines, list specific company procedures regarding workplace safety, recommended procedure for cleaning and storing of tools and equipment. <p>Demonstration of firefighting skills</p> <ul style="list-style-type: none"> identify causes of Fire, list types of fire, list firefighting equipment, define firefighting method. 	(Details may be seen at Annexure-I)
Week 3	Pre-run maintenance	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Cleaning in press room</p> <ul style="list-style-type: none"> state history and types of printing, enlist main parts of offset printing machine, describe the importance of tidiness in press room, describe method of cleaning in press, list workplace cleaning equipment, list workplace cleaning consumable. <p>Maintaining oil level</p> <ul style="list-style-type: none"> define viscosity, give disadvantage of using low quality oil in machine, determine capacity of oil tank in printing machine, define oil grading system in printing machine, list reasons to maintain oil level in machines. 	<p>Task-21 Task-22 Task-23 Task-24 Task-25 Task-26</p> <p>(Details may be seen at Annexure-I)</p> <p>Home Assignment-1 (Details may be seen at Annexure-II)</p>
Week 4		<p>Success stories (For further detail please see Page No: 3& 4)</p> <p>Perform Dry run</p> <ul style="list-style-type: none"> Define dry run. <p>Record of humidity in press room</p> <ul style="list-style-type: none"> define humidity, describe importance of manage humidity in press room environment, enlist method of humidity management 	<p>Task-27 Task-28 Task-29 Task-30</p> <p>(Details may be seen at Annexure-I)</p>

		in press room.	Monthly Test 1
Week 5	Interpret instructions on docket for Publishing	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Determining job order details</p> <ul style="list-style-type: none"> • Importance of docket/job card and its interpretation • Enlist information available on docket/job card. <p>Verify dummy/sample for publishing</p> <ul style="list-style-type: none"> • Define GSM values. • Describe effects of variation in GSM values. • State importance of maintaining viscosity of glue <p>Verify material quality for publishing</p> <ul style="list-style-type: none"> • Define applications of coatings. • Define traceability marks. • Define artwork in printing industry. • Enlist binding material 	<p>Task-31 Task-32 Task-33 Task-34 Task-35 Task-36 Task-37 Task-38 Task-39 Task-40</p> <p>(Details may be seen at Annexure-I)</p>
Week 6		<p>Success stories (For further detail please see Page No: 3& 4)</p> <p>Verify substrate sizing.</p> <ul style="list-style-type: none"> • State method of checking substrate sizes. • Describe effect of size variation on substrate. • State substrate trimming procedure. • Define grain of substrate and its importance. • Describe substrate 	<p>Task-41 Task-42 Task-43 Task-44 Task-45 Task-46 Task-47 Task-48</p> <p>(Details may be seen at Annexure-I)</p>

<p>Week 7</p>	<p>Perform Basic Manual Binding</p>	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Substrate handling</p> <ul style="list-style-type: none"> • Define the importance of substrate stacking. • Describe the importance of proper substrate alignment. • Verify substrate quality for manual binding. • Enlist the techniques for efficient substrate handling. <p>Perform Basic Manual Binding</p> <ul style="list-style-type: none"> • Perform Paper Counting: • Techniques for precise paper counting. • Importance of maintaining uniform stacks. <p>Perform Manual Numbering:</p> <ul style="list-style-type: none"> • Describe methods for manual numbering. • Tools and safety measures for accurate numbering. 	<p>Task-49 Task-50 Task-51 Task-52 Task-53 Task-54 Task-55 Task-56 Task-57 Task-58 Task-59 Task-60 Task-61 Task-62</p>
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<p>Week 8</p>		<p>Perform Creasing and Perforation:</p> <ul style="list-style-type: none"> • Define creasing and perforation techniques. • Importance of alignment and consistency in the process. <p>Bind Gum Pads:</p> <ul style="list-style-type: none"> • Enlist steps to bind gum pads manually. • Define the importance of gum quality. <p>Perform Manual Folding:</p> <ul style="list-style-type: none"> • Techniques involved in manual folding of sheets. • Steps to ensure precise folds for publishing requirements. 	<p>Task-63 Task-64 Task-65 Task-66 Task-67 Task-68 Task-69 Task-70 Task-71 Task-72 Task-73 Task-74</p> <p>(Details may be seen at Annexure-I)</p> <p style="background-color: #f4a460; padding: 5px; text-align: center;">Home Assignment-2 (Details may be seen at Annexure-II)</p>
		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p>	
<p>Week 9</p>		<p>Perform Post Production Activity:</p> <ul style="list-style-type: none"> • Importance of cleaning tools and workstation after binding. • Techniques involved in sheet separation post-binding. <p>Perform Manual Folding:</p> <ul style="list-style-type: none"> • Techniques involved in manual folding of sheets. • Steps to ensure precise folds for publishing requirements. 	<p>Task-75 Task-76 Task-77 Task-78 Task-79 Task-80 Task-81 Task-82 Task-83 Task-84 Task-85 Task-86 Task-87 Task-88 Task-89 Task-90</p>

Week 10		Maintain Log Book: <ul style="list-style-type: none"> • Importance of maintaining records of manual binding activities. • Methods to ensure accurate and detailed log entries. 	(Details may be seen at Annexure-I) Monthly Test 2
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Week 11	Perform Saddle Sticking	Motivational Lecture (For further detail please see Page No: 3& 4) Perform Substrate Handling <ul style="list-style-type: none"> • Define the importance of proper substrate stacking. • Describe the critical aspects of front-lay and side-lay alignment during substrate handling. Select wire as per job <ul style="list-style-type: none"> • Identify the types of wires used in saddle stitching. • Understand the importance of selecting the appropriate wire for a specific job. Success stories (For further detail please see Page No: 3& 4)	Task-91 Task-92 Task-93 Task-94 Task-95 Task-96 Task-97 Task-98 (Details may be seen at Annexure-I)
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<p>Week 12</p>		<p>Make ready workstation for saddle stitching</p> <ul style="list-style-type: none"> • List the main parts of the saddle stitching machine. • Describe the wire threading process and its calibration. • Explain the importance of maintaining machine cleanliness and lubrication <p>Perform Saddle Stitch Machine Operation</p> <ul style="list-style-type: none"> • Understand the mechanism of wire feeding and cutting. • Adjust machine settings for different book thicknesses. • Perform quality checks for accurate stitching. <p>Perform Post Production Activity</p> <ul style="list-style-type: none"> • Explain the technique involved in trimming excess wire. • Describe the importance of cleaning the machine after stitching. <p>Maintain Log Book</p> <ul style="list-style-type: none"> • Record job details including wire type, job quantity, and machine settings. <p>Discuss the importance of maintaining an updated log book for troubleshooting and analysis.</p>	<p>Task-99 Task-100 Task-101 Task-102 Task-103 Task-104 Task-105 Task-106 Task-107</p> <p>(Details may be seen at Annexure-I)</p>
<p>Week 13</p>	<p>Perform Hot Glue Binding</p>	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Substrate Handling</p> <ul style="list-style-type: none"> • Define the importance of substrate stacking. • Describe proper stacking methods to avoid defects. • Importance of front-lay & side-lay adjustment. • Enlist the types of substrates used in hot glue binding. 	<p>Task-108 Task-109 Task-110 Task-111 Task-112 Task-113 Task-114 Task-115 Task-116 Task-117 Task-118 Task-119 Task-120 Task-121 Task-122 Task-123 Task-124 Task-125</p>

Week 13	Overview of the previous weeks & Mid Term Examination		
Week 14		<p>Make Ready Workstation for Hot Glue Binding Operation</p> <ul style="list-style-type: none"> • Enlist the main parts of the hot glue binding machine. Understand the glue tank, conveyor, clamps, and cutters. • Explain the importance of maintaining glue temperature and viscosity. • Proper glue temperature for effective binding. • Set up the workstation for efficient operation. • Safety measures during glue preparation. 	<p>Task-126 Task-127 Task-128 Task-129 Task-130 Task-131 Task-132 Task-133 Task-134</p>
Week 15		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Perform Hot Glue Binding Operation</p> <ul style="list-style-type: none"> • Steps for binding books with proper alignment. • Importance of spine preparation. • Ensure even glue application and accurate trimming. <p>Perform Post Production Activity</p> <ul style="list-style-type: none"> • Techniques for glue removal to prevent clogging. • Importance of identifying defects for rework. 	<p>Task-135 Task-136 Task-137 Task-138 Task-139 Task-140</p> <p>(Details may be seen at Annexure-I)</p>

<p>Week 16</p>	<p>Perform Health and Safety</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • State health and safety precautions of the printing company. • State safety reporting procedures • State organizational health and safety procedures. • List health and safety risks that can arise as a result of accidents <p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Give importance of using Personal Protective Equipment (PPE) • List Types of PPEs required in printing press 	<p>Task-141 Task-142 Task-143 Task-144 Task-145 Task-146 Task-147 Task-148 Task-149 Task-150 Task-151 Task-152 Task-153 Task-154 Task-155</p>
			<p>(Details may be seen at Annexure-I)</p>
<p>Week 17</p>		<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • List techniques and methods to control risks of identified hazards in the workplace. • Define procedure of dealing with hazards to reduce chances or avoid accident or injury. • List types of hazards that are most likely to cause harm to <p>Build your CV Download professional CV template from any good site (https://www.coolfreecv.com or relevant)</p> <ul style="list-style-type: none"> • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links 	<p>Task-156 Task-157 Task-158 Task-159 Task-160 Task-161 Task-162 Task-163</p>

		Motivational Lecture (For further detail please see Page No: 3& 4)	
Week 18	Waste Management	Manage Post press waste <ul style="list-style-type: none"> Understand the purpose of waste management.. Handle toxic chemicals <ul style="list-style-type: none"> Identify the difference between toxic and nontoxic materials. Identify the difference between inflammable and non- inflammable materials. 	Task-164 Task-165 Task-166 Task-167 Task-168 Task-169 Task-170 Task-171 (Details may be seen at Annexure-I)
Week 19		Success stories (For further detail please see Page No: 3& 4) Handle non-toxic chemicals <ul style="list-style-type: none"> Describe the importance of tagging. Manage solid waste	Task-172 Task-173 Task-174 Task-175 Task-176 Task-177 Task-178 Task-179 Task-180 (Details may be seen at Annexure-I) Home Assignment-3 (Details may be seen at Annexure-II)
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	

		Motivational Lecture (For further detail please see Page No: 3& 4)	
Week 20	Develop Computer Application Skills Module	Basic Computer Skills Motivational Lecture (For further details, please see Page No: 3 & 4) Apply Basic Computer Operation <ul style="list-style-type: none"> • Understand the components of a computer and their functions. • Perform basic operations such as starting up and shutting down a computer. • Navigate the operating system (e.g., Windows or Mac OS). • Use basic software tools such as file management, browsing, and search. Prepare Word Document <ul style="list-style-type: none"> • Create a new word document and save it with appropriate naming conventions. • Format text (font size, style, color) and apply alignments. • Insert tables, images, and hyperlinks into a document. 	Task-181 Task-182 Task-183 Task-184 Task-185 Task-186 Task-187
			(Details may be seen at Annexure-I)
			Monthly Test 3
Week 21		Success stories (For further detail please see Page No: 3& 4) Prepare Spreadsheet as Per Required Information <ul style="list-style-type: none"> • Create and format a spreadsheet using software like MS Excel or Google Sheets. • Input data into rows and columns and perform basic calculations (e.g., sum, average). • Apply formulas and functions such as VLOOKUP, IF, and conditional formatting. 	Task-188 Task-189 Task-190 (Details may be seen at Annexure-I) Task-191 Task-192

		<p>Prepare PowerPoint Presentation</p> <ul style="list-style-type: none"> • Design slides with text, images, and animations. • Use themes and templates for professional presentations. • Add transitions, animations, and audio to slides. 	
Week 22		<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Perform Email Communication</p> <ul style="list-style-type: none"> • Compose professional emails with appropriate subject lines and attachments. • Manage email folders and use features like CC, BCC, and signatures. • Understand email etiquette and respond promptly to queries. 	<p>Task-193 Task-194 Task-195 Task-196 Task-197 Task-198 Task-199 Task-200</p> <p>(Details may be seen at Annexure -I)</p>
Week 23		<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <p>Prepare Advanced Word Document</p> <ul style="list-style-type: none"> • Add advanced formatting options such as headers, footers, and page numbers. • Use tools like track changes and comments for collaborative editing. • Create a table of contents, references, and citations using built-in features. <p>Prepare Advanced Spreadsheet</p> <ul style="list-style-type: none"> • Use charts and graphs to visualize data. <p>Maintain Log Book</p>	<p>Task-201 Task-202 Task-203 Task-204 Task-205 Task-206 Task-207 Task-208</p> <p>(Details may be seen at Annexure -I)</p> <p>Home Assignment-4</p>

		<ul style="list-style-type: none"> Record completed tasks and software usage logs. Discuss the importance of documenting workflow and best practices. 	(Details may be seen at Annexure-II)
Week 24	Quality inspection	<p>Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Carryout Printing Inspection</p> <ul style="list-style-type: none"> Define knowledge of substrate. Understand the purpose of quality control Define importance of grain <p>Carryout Publishing Inspection Understand the use of measuring</p>	<p>Task-209 Task-210 Task-211 Task-212 Task-213 Task-214 Task-215 Task-216</p> <p>(Details may be seen at Annexure-I)</p>
			Monthly Test 4
Week 25		<p>Success stories (<i>For further detail please see Page No: 3& 4</i>)</p> <p>Carryout Packaging Inspection</p> <ul style="list-style-type: none"> Describe types of glue. Define binding material. <p>Maintain Test record How to fill quality check list</p>	(Details may be seen at Annexure-I)

	<p>How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)</p>	<ul style="list-style-type: none"> • Browse the following website and create an account on each website <ul style="list-style-type: none"> ▪ Bayt.com – The Middle East Leading Job Site ▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the Middle East • Find the handy ‘search’ option at the 	
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		<p>top of your homepage to search for the jobs that best suit your skills.</p> <ul style="list-style-type: none"> • Select the job type from the first ‘Job Type’ drop-down menu, next, select the location from the second drop-down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: <ul style="list-style-type: none"> ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency <p>Industry</p>	
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<p>Week 26</p>	<p>Entrepreneurship and Final Assessment in project</p>	<p>Motivational Lecture (For further detail please see Page No: 3& 4)</p> <ul style="list-style-type: none"> • Job Market Searching • Self-employment • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding • Business Incubation and Acceleration • Business Value Statement • Business Model Canvas • Sales and Marketing Strategies • How to Reach Customers and Engage CxOs • Stakeholders Power Grid • RACI Model, SWOT Analysis, PEST Analysis • SMART Objectives • OKRs • Cost Management (OPEX, CAPEX, ROCE etc.) 	
<p align="center">Projects & Final Assessment</p>			

Annexure-I

Note: The following tasks are required to be performed multiple times by each trainee/group until sufficient proficiency level is acquired. The trainer is required to determine the number of times, each task needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.

Task for Post Printing Operations

Task No.	Task Description	Week
1.	interpret work processes and procedures to identify risk of hazards at printing press,	Week-1
2.	recognize printing processes, tools, equipment and consumable materials that have the potential to cause harm,	
3.	identify potential hazards to minimize accident risk,	
4.	take appropriate action to minimize the risk	
5.	complying with health and safety precautions & relevant guidelines,	
6.	identify OHS hazards in printing press to prevent from potential for accidents,	
7.	deal with problems which are within assistant printing machine operator's control,	
8.	report safety issues which are out of assistant machine operator's control,	
9.	adopt dress code as per printing press SOP.	
10.	select personal protective equipment in terms of type and quantity according to work orders,	Week-2
11.	verify personal protective equipment to ensure optimum protection in compliance with press room procedures,	
12.	ensure personal protective equipment hygiene in compliance with press room procedures.	
13.	apply dress code in accordance with press room procedures,	
14.	follow rules to ensure personal safety as well as safety of others as per press room procedures,	
15.	demonstrate housekeeping in the workplace by cleaning up spills or leaks,	

16.	keep work area clear from obstructions as per safety policies,
17.	ensure tools or equipment in place prescribed as per company procedures.
18.	Stop fire by applying fire-fighting policies,
19.	apply safety precautions when fighting a fire,
20.	apply the procedures after a fire has been put out as per SOPs.

21.	perform daily cleaning surrounding printing machine as per press room SOPs.	Week-3
22.	perform cleaning of the machine as per OEM manual.	
23.	perform cleaning of associated tools as per press room SOPs.	
24.	perform periodic cleaning as per duty chart.	
25.	compare quality of oil in machine with quality recommended in machine manual.	
26.	maintain oil level as per machine specifications	Week-4
27.	Perform Dry run procedure on post press machine as per instruction.	
28.	Verify dry run through test run	
29.	verify humidity of press room as per press room SOPs.	
30.	apply humidity management techniques in press room.	Week-5
31.	Determine job title from docket/job card.	
32.	Verify availability of reference specimen in docket/job card.	
33.	Determine quantity of job as per docket/job card requisition.	
34.	Determine coating applications on from docket/job card.	
35.	Verify artwork as per docket.	
36.	Verify pasting application as per dummy.	
37.	Determine substrate type as per docket/job card.	
38.	Determine grain of substrate as per docket/job card.	
39.	Determine Gram per Square Meter (GSM) value of substrate as per docket/job card.	
40.	Determine thickness of substrate as per docket.	Week-6
41.	Verify size of substrate as per docket/job card.	
42.	Verify trimming of substrate as per requirement.	
43.	Verify die size as per specimen.	
44.	Verify number of Ups as per docket.	
45.	Verify dimension of Ups as per docket.	

46.	Verify block size as per specimen.	Week-7
47.	Verify number of Ups as per docket.	
48.	Verify type of block as per docket.	
49.	Perform substrate handling	
50.	Perform paper counting	
51.	Perform creasing and perforation	
52.	Bind gum pads	

53.	Perform manual folding	Week-8
54.	Perform post production activity	
55.	Maintain log book	
56.	Perform substrate handling with numbering	
57.	Verify side lay and front lay as per instruction.	
58.	Perform Paper fanning as per procedure.	
59.	Prepare paper stacking as per instructions	
60.	Count substrate as per instruction.	
61.	Stack the counted sheets as per instruction	
62.	Note down the verifications in log book	
63.	Perform manual numbering	
64.	Fill the ink pad as per instructions.	
65.	Adjust number sequence as per procedure.	
66.	Verify impression quality	
67.	Stamp numbering as per docket.	Week-9
68.	Clean the figures of numbering as per instructions	
69.	Note down the verifications in log book	
70.	Perform creasing and perforation	
71.	Verify side lay and front lay as per instructions.	
72.	Adjust impression for perforation/creasing as per instructions.	
73.	Adjust perforation/creasing as per docket	
74.	Carryout perforation/creasing as per instructions.	
75.	Note down the verifications in log book	
76.	Bind gum pads	
77.	Verify side lay and front lay as per instruction.	

78.	Stack the counted sheets as per docket
79.	Insert the separator card as per docket
80.	Apply the glue on binding side
81.	Separate the pad with the knife
82.	Paste the cover page on the pad as per docket
83.	Note down the verifications in log book
84.	Perform manual folding
85.	Verify side lay and front lay as per instruction.

86.	Verify folding position of the printed substrate as per docket.	
87.	Verify page numbering sequence as per instruction.	
88.	Carryout manual folding operation as per instruction	
89.	Paste the cover page on the pad as per docket	
90.	Note down the verifications in log book	
91.	Monthly Test 2	Week-10
92.	Perform Saddle Stitching	Week-11
93.	Perform substrate handling	
94.	Select wire as per job	
95.	Make ready workstation for saddle stitching	
96.	Perform saddle stich machine operation	
97.	Perform post production activity	
98.	Maintain log book	
99.	Perform saddle stitch machine operation	
100.	Prepare book stacking as per instruction	
101.	Adjust number sequence as per procedure.	
102.	Verify wire size with the help of wire gauge	
103.	Check thickness of books	
104.	Perform saddle stitch operation as per instruction	
105.	Make a sample copy as per instruction and get approval from the supervisor	
106.	Clean the machine & workstation as per instruction	
107.	Record the final count along with the wastages	
108.	Perform Hot Glue Binding	Week-13
109.	Perform substrate handling	
110.	Make ready workstation for hot glue binding operation	

111.	Perform hot glue binding operation	
112.	Perform post production activity	
113.	Maintain log book	
114.	Make ready workstation for hot glue binding operation	
115.	Verify side lay & front lay of cover as per instruction	
116.	Adjust glue heater temperature as per instruction	
117.	Verify page number sequence of gathered forms as per dummy.	
118.	Verify cover spine as per book	

119.	Adjust cover side lay and front lay	
120.	Adjust spine cutter/notching as per instructions	
121.	Adjust glue wheel height as per requirement.	
122.	Make a sample copy as per instructions and get approval from the supervisor after drying	
123.	Perform hot glue binding operation	
124.	Verify side lay & front lay of cover as per instruction	
125.	Check temperature of glue heater as per instruction	
126.	Check front lay and side lay Set cover with the help of clamps.	Week-14
127.	Verify cover spine as per book	
128.	Adjust spine cutter/notching as per instructions	
129.	Adjust glue wheel height as per requirement.	
130.	Run machine	
131.	Check the proper application of glue	
132.	Check & maintain the quality of folding during hot glue binding	
133.	Stack the bind book for three side trimming operation	
134.	Perform hot glue binding operation	
135.	Get approval of bind book from the supervisor.	Week-15
136.	Carry out hot glue binding machine operation as per instruction	
137.	Check & maintain the quality of folding machine operation	
138.	Stack the bind book for three side trimming operation	
139.	Clean the machine & workstation as per instructions	
140.	Record the final count along with the wastages	
141.		
142.		

143.	Perform Health and Safety	Week-16
144.	Practice safe work habit to ensure safety	
145.	Use Personal Protective	
146.	Identify hazards in press environment	
147.	Comply with Occupational Health and Safety (OHS)precautions	
148.	Carryout firefighting techniques.	
149.	Practice safe work habits to ensure safety in the printing environment	
150.	Wear tight cloths	
151.	Wear safety shoes	

152.	Wear gloves		
153.	Always place tools to their respective positions		
154.	Handle tools and equipment carefully		
155.	Never leave chemicals and solvents open		
156.	Always follow SOPs		Week-17
157.	Use personal protective equipment (PPE)		
158.	Wear proper dress		
159.	Wear safety shoes & Wear gloves		
160.	Check first aid box and its articles		
161.	Read carefully the SOPs of PPE	Week-18	
162.	Check whether all the PPE procedure for press room has be compiled		
163.	Identify hazards in printing press		
164.	Sort the waste generated at the workplace according to usability		
165.	Tag the reusable components/item of the waste		
166.	Maintain record of reusable components of the waste		
167.	Reduce the waste generation in routine work by reuse the categorized waste as per requirement.		
168.	Handle hazardous waste as per instruction		
169.	Tag containers of toxic chemical as per instruction.		
170.	Store toxic waste at designated place.		
171.	Manage Inflammable toxic chemical waste as per instruction		
172.	Manage non- inflammable toxic chemical waste as per instruction		

173.	Tag containers of non-toxic chemical as per instruction.	Week-19	
174.	Store nontoxic waste at designated place.		
175.	Dispose-off inflammable non- toxic chemical waste as per instruction.		
176.	Dispose-off non- inflammable non-toxic chemical waste as per instruction		
177.	Tag containers of printed & un-printed substrate waste as per instruction.		
178.	Sort substrate waste according to disposable categories		
179.	Store printed substrate waste in designated waste container.		
180.	Store un-printed substrate waste in designated waste container		
181.	Develop Computer Application Skills		Week-20
182.	Apply Basic computer operation		
183.	Prepare Word document		
184.	Prepare spread sheet as per required information		
185.	Prepare power point presentation.		
186.	Perform email communication		
187.	Develop Computer Application Skills		

188.	Identify computer system components	Week-21
189.	The following precautions associated with computer use must be considered	
190.	Maintain workstation, equipment and supplies	
191.	Navigation	
192.	Trouble shooting	
193.	Computer problems	
194.	File management techniques	
195.	Develop Computer Application Skills	
196.	How to use Word application	
197.	Prepare spread sheet as per required information	
198.	How to use Excel as spreadsheet	
199.	Perform document Printing task	
200.	Prepare power point presentation	
201.	Create a simple design for a presentation	Week-23
202.	Open blank presentation and add text / graphics	
203.	Apply existing styles within a presentation	

204.	Use presentation template and slides to create a presentation	
205.	Use various tools to improve the look of the presentation	
206.	Save presentation to the appropriate storage device and folder.	
207.	Perform email communication	
208.	Verify Color variation.	
209.	Verify content on printed sheet.	
210.	Verify grain direction.	Week-24
211.	Verify GSM (Gram per Square Meter) / thickness of the substrate.	
212.	Check form series.	
213.	Check page sequence	
214.	Check folding as per mark.	
215.	Check gathering sequence.	
216.	Check saddle stitch / thread swing.	
217.	Verify Hot glue binding.	Week-25
218.	Verify title creasing	
219	Record Physical Publishing Inspection test results	

Home Assignment

Designing Effective Homework

To achieve a positive impact on student learning, homework assignments must be well-designed and carefully constructed. Some specific research findings include:

- ▶ Homework is most effective when it covers material already taught.
- ▶ Homework is most effective when it is used to reinforce skills learned in previous weeks or months.
- ▶ Homework is less effective if it is used to teach complex skills.

Characteristics of Good Assignments

When teachers plan homework, they should consider the characteristics listed below:

- ▶ Provide clear instructions for students;
- ▶ Can be completed successfully;
- ▶ Are not too long;
- ▶ Can be completed within a flexible time frame;
- ▶ Use information and materials that are readily available;
- ▶ Reinforce and allow practice of previously taught skills;
- ▶ Must not be unfinished class work;
- ▶ Are interesting to students and lead to further exploration and study;
- ▶ Stimulate creativity and imagination in the application of skills;
- ▶ Stimulate home and class discussion

Homework Don'ts

Do not assign homework that:

- ▶ Is unfamiliar, boring or impossible to do
- ▶ Requires complex skills or requires unreasonable time frames
- ▶ Is a "time filler" to keep students busy or a punishment for not doing class work
- ▶ Do not wait until the last minute to organize and assign the *homework* (*You may give useless or impossible tasks and/or giving inadequate directions*)
- ▶ Do not assume that all homes have equal resources, that all parents have equal skills and talents to support their children as learners
- ▶ Do not collect any homework you do not intend to check, review or grade.
- ▶ Do not assign homework that is so difficult and unfamiliar to students that their parents are tempted to:
 - Do the work for them;
 - Accuse their children of being inattentive in class; or
 - Accuse their children of failing.

Post Printing Operations

What is freelancing and how you can make money online - BBCURDU

<https://www.youtube.com/watch?v=9jCjN3Ff0kA>

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=Qi6Xn7yKlIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

https://www.youtube.com/watch?v=CHm_BH7xAXk

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

<https://www.youtube.com/watch?v=d1hocXWSpus>

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for employee's success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are, can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your

work, do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.

Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.

Suggestive Format and Sequence Order of Success Story

S. No	Key Information	Detail/Description
1.	Self & Family background	<ul style="list-style-type: none"> • Self-introduction • Family background and socio economic status, • Education level and activities involved in • Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	<ul style="list-style-type: none"> • Information about course, apply and selection • Course duration, trade selection • Attendance, active participation, monthly tests, interest in lab work
3.	Post training activities	<ul style="list-style-type: none"> • How job / business (self-employment) was set up • How capital was managed (loan (if any) etc). • Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business) • Monthly income or earnings and support to family • Earning a happy life than before
4.	Message to others (under training)	<ul style="list-style-type: none"> • Take the training opportunity seriously • Impose self-discipline and ensure regularity • Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.